

# THE UNITED REPUBLIC OF TANZANIA



## TANZANIA INSURANCE REGULATORY AUTHORITY

16<sup>th</sup> December, 2025

### TRANSFER VACANCY ANNOUNCEMENT

The Tanzania Insurance Regulatory Authority was established under Section 5 (1) of the Insurance Act 2009 (here in after referred to as “the Act”). Section 2 (1) of The Act states that it applies to insurance business in Mainland Tanzania as well as Zanzibar.

Tanzania Insurance Regulatory Authority (TIRA) has a permit to recruit staff on transfer. The Authority invites applications from suitably qualified Public Servants who are interested to join TIRA through transfer as follows;

#### 1.1 INVESTIGATION OFFICER I – 2 POSTS.

##### 1.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in developing and implementing effective anti-fraud strategies, frameworks and guidelines for the insurance industry;
- ii. To assist in developing strategies to prevent and identify fraudulent activities within the insurance industry;
- iii. To assist in monitoring and auditing Insurance companies for compliance with anti-fraud regulations;
- iv. To assist in identifying fraud activities and unfair practices within Insurance market;
- v. To assist in analyzing Insurance fraud trends and recommend strategies to minimize occurrences;
- vi. To collaborate with law enforcement agencies to prosecute Insurance fraud offenders;

vii. To perform any other related duties as assigned by the Supervisor.

### **1.1.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor's Degree/Advanced Diploma in one of the following field: - Social Protection, Law, Finance and Accounting, Actuarial Science, Insurance and Risk Management, ICT (Security and Standards), Public Health, Statistics, Medicine, Pharmacy or a related field from recognized institutions with working experience of at least four (4) years in related field.

### **1.1.3 SALARY SCALE – TIRAS 5.**

## **1.2 INSURANCE OFFICER I (HEALTH INSURANCE) – 2 POSTS.**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

#### **Health Insurance**

- i. To monitor compliance of health insurance service providers with applicable laws, regulations, regulatory guidelines and directives;
- ii. To review and analyse reports submitted by health insurance service providers to assess compliance with statutory and prudential requirements;
- iii. To conduct inspections and audits of health insurance service providers to evaluate their level of compliance with regulatory requirements;
- iv. To investigate suspected or reported cases of non-compliance, gather relevant information, and prepare detailed reports;
- v. To implement appropriate enforcement actions against non-compliant health insurance service providers; and
- vi. To perform any other related duties as may be assigned by the supervisor.

### **1.2.2 QUALIFICATION AND EXPERIENCE**

Holder of a Bachelor Degree/Advanced Diploma in one of the following field:- Medicine, Pharmacy, Social Protection, Public Health or any other related qualifications from a recognized Institution with at least four (4) years of working experience in that field.

### 1.2.3 SALARY SCALE – TIRAS 5.

### 1.3 GENERAL CONDITIONS:

- i. All applicants must be a Public Servant;
- ii. A signed letter should be written in English or Swahili and should indicated **check number**;
- iii. Applicant should channel their application letter through their current employers;
- iv. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.
- v. Applicant should indicate their willingness and commitment to cover their transfer costs;
- vi. **Applicant with special needs/case (disability) is supposed /advised to indicate**;
- vii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.
- viii. Applicants must attach their certified copies of the following certificates.
  - Master /Bachelor Degree/Advanced Diploma/Certificates.
  - Master /Bachelor Degree/Advanced Diploma/Certificates transcripts.
  - Form IV and Form VI National Examination Certificates.
  - Professional Registration and Training Certificates from respective Institutions
  - Registration or Regulatory Bodies, (where applicable).
  - Birth certificate.
- xiii. Interested Public Servant should apply through Commissioner of Insurance, Tanzania Insurance Regulatory Authority (TIRA) **P.O BOX 2987 DODOMA.**
- xiv. **Deadline for application is 31<sup>st</sup> December, 2025 at 17:00 PM**

**COMMISSIONER OF INSURANCE  
TANZANIA INSURANCE REGULATORY AUTHORITY**