

Call for Applications for Executive Director of AAUI

Asosiasi Asuransi Umum Indonesia (AAUI) hereby invites applications from qualified candidates to apply for the position of Executive Director (ED) of AAUI. This is a full time annually renewable contract position, with a commitment requirement sometimes outside normal working hours (evenings and weekends).

The Executive Director reports to the Chairman of AAUI and is responsible for providing leadership and direction to the Association member's & Council supporting function including oversight over staff and ensuring efficient use of AAUI's resources as well as managing the Secretariat day-to-day running the Association's affairs.

The Executive Director is also the head of the coming Lembaga Sertifikasi Profesi (LSP) AAUI and therefore also responsible for running and managing its operation as well as fulfilling its statutory obligation.

Main duties and responsibilities of the Executive Director

Strategic guidance, oversight and accountability

- Undertake initiatives and activities according to the aims and objectives of the Association
- Oversee the execution of the policies and resolutions of the Rapat Umum Anggota (RUA) and Anggaran Dasar
- Guide the design, oversight and accountability of AAUI's business strategies, plans and budgets and their approval by the Board
- Assist in setting goals for performance, growth, sustainability and self-sufficiency for the association

Management functions

- Supervise, directly or indirectly, all other officers of the Association and hold them to account in the performance of their duties through clear performance appraisals and supportive supervision

Resource mobilization and financial management

- Maintain overall responsibility for the financial management and administration of the Association
- Promote fundraising ventures and build and manage relationships with partners including donors and Sponsors

Oversight and guidance for statutory meetings of AAUI

- Work with Board of Vice-Chairman leadership to prepare for board meetings and attend Board meetings in an ex-officio capacity
- Plan, arrange & managed statutory Membership as stipulated in Anggaran Dasar

Strategic Partnerships and external engagements

- Proactively support new and existing strategic partnerships for AAUI .
- Represent the Association externally for any lawful purpose

Others

- Undertake any further tasks that may be assigned by the Board, as may be required

Candidate profile

- Bachelor Degree, with Post Graduate degree as a big plus
- Knowledge of General Insurance Industry
- Proven experience managing NGO operations, membership associations or other similar roles
- Access to a strong network of economists, policymakers and Regulator in Indonesia and abroad
- Demonstrable proficiency in the underlisted core competencies:
 - organizational and leadership abilities,
 - strategic planning,
 - business development,
 - strategic partnerships for commonly shared values,
 - team cohesion,
 - clear decision-making and problem-solving, including conflict resolution
 - professional integrity and workplace ethics,
- Understanding of business functions such as Human Resources, financial management, marketing etc.
- Track record of successful fundraising activities and resource mobilization with public and private sector entities
- Excellent interpersonal and public speaking skills
- Fluency in Bahasa and English is preferred

Application requirements

Candidates must submit a curriculum vitae in English with a motivation statement (not more than two pages) clearly stating why they are interested in the position and how they meet the requirements of the candidate profile. All applications should be sent to the following email address: Fia (fia@aaui.or.id)
The deadline for submission of applications is **October 31, 2021.**

A handsome remuneration package will be offered to the successful candidate, which upon contract signing is expected to take office 1 month.