



NATIONAL INSURANCE SERVICES (VANUATU) LIMITED

NISVL
Port Vila, Vanuatu

VACANCY NOTICE

National Insurance Services (Vanuatu) Limited (NISVL) is a leading provider of general insurance solutions in Vanuatu, committed to protecting the assets and livelihoods of individuals, businesses and organisations across the country. As part of our continued growth and commitment to excellence, we are seeking two (2) talented and driven professionals to join our team.

We invite applications from qualified, experienced and professional individuals for the following position:

Job Title: Insurance Underwriter (x2 Positions)
Location: NISVL Head Office, Port Vila, Vanuatu
Department: Underwriting Department

About the Role

The Insurance Underwriter is responsible for evaluating, assessing and pricing insurance risks to determine appropriate coverage terms and premiums. Working within the Underwriting Department, the successful candidates will analyse applications for insurance, conduct risk assessments, and make informed decisions on policy acceptance, modification or decline in accordance with NISVL's underwriting guidelines and regulatory requirements.

This role requires strong analytical skills, proven past industry experience, sound commercial judgement, and the ability to build effective relationships with brokers, clients and internal stakeholders. The successful candidates will contribute to the profitability and growth of NISVL's insurance portfolio while maintaining appropriate risk management standards.

Qualifications & Experience

Minimum Qualifications

- Tertiary qualifications in Finance, Business Administration, Economics, Mathematics, Law or a related discipline
- Professional insurance or risk qualification (e.g. IRM, or equivalent) is highly desirable
- Minimum of five (5) years' experience in insurance underwriting within a general or commercial insurance environment
- Demonstrated experience in evaluating and pricing complex commercial risks
- Experience with Pacific or developing market insurance portfolios will be an advantage

Key Attributes & Requirements

Risk Assessment & Underwriting

- Evaluate insurance applications and assess the nature and degree of risk presented
- Determine policy terms, conditions, exclusions and pricing in accordance with underwriting guidelines
- Review and analyse risk data including financial statements, inspection reports and loss histories

Policy & Portfolio Management

- Manage and maintain a portfolio of insurance accounts, ensuring profitability and compliance
- Monitor portfolio performance and recommend adjustments to underwriting strategy as required
- Ensure policies are issued accurately and in a timely manner

Stakeholder Engagement

- Develop and maintain strong working relationships with brokers, agents and clients
- Communicate underwriting decisions clearly and professionally to internal and external stakeholders
- Collaborate with the claims and finance teams to support sound risk management decisions

Compliance & Governance

- Ensure all underwriting activities comply with NISVL's internal policies, underwriting guidelines and Vanuatu regulatory requirements
- Maintain accurate records and documentation for all underwriting decisions and policy transactions

Key Competencies

- Strong analytical and problem-solving skills
- Sound commercial judgement and decision-making ability
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite and insurance management systems
- Ability to work independently and as part of a team
- High level of attention to detail and accuracy
- Integrity, professionalism and commitment to excellence

Key Outcomes

- Accurate, timely and commercially sound underwriting decisions that support portfolio profitability
- Consistent adherence to NISVL underwriting guidelines and regulatory requirements
- Growth and retention of a high-quality insurance portfolio
- Strong broker and client relationships that contribute to business development
- Timely preparation of underwriting reports, policy documentation and performance analysis
- Contribution to a collaborative, high-performance underwriting team culture

How to Apply

Applications Open: **5 May 2026**
Closing Date: **15 May 2026**

Please send your application, together with a current Resume/CV and three (3) recent references/referee reports, addressed to:

The Manager

National Insurance Services (Vanuatu) Limited
VNPF, VFF Building
Port Vila, Vanuatu

Applications may also be submitted by email in PDF format to Thelma.Tapasei@vnpf.com.vu
For a full copy of the detailed job description, please contact the Human Resources Department.

NB: Envelopes must be marked Confidential and labelled 'Insurance Underwriter' on the top right-hand side.