



PUBLIC NOTICE

Program – CDBG-DR

Title – Insurance Specialist

PRDOH – Especialista en Seguros

Area – Legal Division

Required Skills and Qualifications:

- Bachelor Degree from licensed and/or credited educational institution.
- 2-year experience in professional area related to the analysis and/or insurance policy management.
- Bilingual English/Spanish.
- Evaluates limits, validity and coverage of the insurance policies that correspond to the CDBG-DR Program.
- Processes the damages claims to insurance companies.
- Determines the applicability of insurance policies for every service contracted.
- Notifies contracting parties with the compliance or expiration of any insurance policy.
- Revises the invoices or policies submitted by the insurance companies and verifies that they are correct and that they match with the quotations presented.
- Participates in studies for attending particular situations in insurance matters and is up to date with new tendencies in the insurance industry.
- Establishes and maintains registers, controls, actualized archives of the validity of insurance policies and other documents related with the duties performed.
- Advise personnel about the insurance policies that best adjusts to the needs of the CDBG-DR Program depending on the coverage, limits and costs of such insurance.

Reports to – Deputy Director of Contract Administration

Interested candidates please send the resume to the following email address: infocdbg@vivienda.pr.gov (include subject: "**EMPLOYMENT OPPORTUNITY**").

This position is subject to Section 3 from the Housing and Urban Development Act of 1968. Under Section 3 public housing residents (including section 8 residents), or low-income citizens who live in the vicinity of a HUD-assisted project, can receive recruitment or contracting priority. It is important to comply with all of the requirements of the contractor opportunity or position.