



Job Ref. No. **HRJIC494**

Position: **Pension Administrator, Annuity**

Jubilee Insurance was established in August 1937, as the first locally incorporated Insurance Company based in Mombasa in 1937. Jubilee Insurance has spread its sphere of influence throughout the region to become the largest Composite insurer in East Africa, handling Life, Pensions, General and Medical Insurance. Today, Jubilee is the number one insurer in East Africa with over 450,000 clients. Jubilee Insurance has a network of offices in Kenya, Uganda, Tanzania, Burundi and Mauritius. It is the only ISO certified insurance group listed on the three East Africa stock exchanges – The Nairobi Securities Exchange (NSE), Dar es Salaam Stock Exchange and Uganda Securities Exchange. Its regional offices are highly rated on leadership, quality and risk management and have been awarded an AA- in Kenya and Uganda, and an A+ in Tanzania. For more information, visit www.JubileeInsurance.com.

We currently have an exciting career opportunity for the position of a **Pension Administrator, Annuity**. The role reports to the **Head of Annuity Business**, in Life & Pensions Business and the position will be based in Nairobi.

Role Purpose:

The role is responsible for Conserving existing business while providing superior service to retirement benefits business clients (deposit administration and annuitants) in full compliance with the laid down procedures and guidelines as set out in the operations manuals.

Responsibilities:

1. Business Growth: Conserving existing business by offering alternative products, cross sell and following up leads for new business
2. Relationships Management: Building strong business relationships with our existing clients and marketing Jubilee Insurance products
3. Data Management: Maintaining accurate records for the retirement benefits clients (Deposit Administration, Personal Pension Plan and Annuity business)
4. Customer Care: Providing superior services to Retirement Benefits clients. Making regular visits to clients and preparing reports on the client's needs
5. Implementing Benefits: Processing & sending payments, member statements, preparing accounts and other benefits within the set service standards
6. Statistical Analysis & Returns: Preparing summary/ statistical reports of the Retirement Benefits business & company wide statistics when required. Also preparing returns in respect of the Retirement Benefits business as assigned for submission within the timelines provided
7. Scheme Compliance: Ensuring all schemes are managed and administered in full compliance of existing legislation.

Functional Skills

1. Visionary Entrepreneurial Spirit
2. Market Awareness
3. Customer Focus
4. Continuous Innovation
5. Ownership & Commitment
6. Team Spirit
7. Retirement benefits

Qualifications

1. Bsc. (Mathematics/Statistics/Actuarial Science), Bcom. (Accounting/Marketing) or any other similar qualification from a recognized university
2. Knowledge in computer programming and standard software packages
3. Knowledge of legislation governing Retirement Benefits and Insurance in Kenya

Relevant Experience

Minimum of two (2) years' experience in the insurance and retirement benefit industry

Applications to be sent to Recruitment@jubileekenya.com quoting the Job Reference Number and Designation given above before 17th March 2019
Only shortlisted candidates will be contacted.