



**Job Ref. No. HRJIC639**

**Position: System Analyst**

Jubilee Insurance was established in August 1937, as the first locally incorporated Insurance Company based in Mombasa. 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](http://www.JubileeInsurance.com).

We currently have an exciting career opportunity for **System Analyst, Jubilee Life Insurance Limited**. The position holder will report to the **Head of ICT** and will be based at Head Office in Nairobi.

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### **Role Purpose**

The analyst is responsible for identifying and implementing application solutions to solve business problems and to make business operations more efficient. The individual is responsible for designing, developing, testing, and debugging new functionality, enhancements, customizations, interfaces, batch processes, queries, and reports.

### **Main Responsibilities**

1. Responsible for the Life Systems for all regions.
2. Development of design structure after understanding business requirements.
3. Ensuring best practices in Life Systems and contribute to smooth business operations
4. Reporting for all the weekly tasks in the form of accurate and detailed reports.
5. Keep a check on the whole system, conduct testing and integration testing for the entire system.
6. Acts as the interface between the Aetins team and other third-party vendors and management.
7. Participate in creating new products and services where technology is concerned
8. Working on identifying the project risk and planning mitigation action with any project manager at the project level.
9. Installation and configuration of software packages and fixes, upgrade systems with new releases and set up of accounts in Life Systems
10. Monitor performance and maintain systems according to project requirements
11. Troubleshoot system issues, outages and investigate defects for Life Systems.
12. Ensure security through access control and backups
13. Build technical documentation, manuals, and IT policies
14. Develop and implement test plans for functional application areas and document testing failures.
15. Quarterly recertification of Life System Users
16. 20 Determine, analyze and record problems with program/module function
17. Inform defects found in testing to the vendor
18. Inform test progress against schedules.
19. Conduct new functionality and regression tests, determine and report issues for follow-up.
20. Time management of system delivery
21. Requirements gathering of system enhancements.
22. Validating and verifying of requirements before sending to the system provider.
23. Planning and scope definition of requested business change requests.
24. Risk Analysis of delivered system functions.
25. Reporting of ongoing projects, business partnering and benefits realization of requested features

## **Key Competencies**

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

## **Qualifications**

1. Bachelor's Degree in Computer Science or any other related field.
2. OCA – Oracle Certified Associate in PL/SQL
3. Fluent in English (both written and spoken)

## **Relevant Experience**

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Minimum of five years hands on experience in Technology and Business Fields (Oracle 10g,11g and 12c), Expert in using tools such as TOAD, SQL Navigator & SQL Plus, Experience in query optimization, performance & tuning (PL/SQL). Working Knowledge of Web Logic, Apache and PHP/MySQL programming.

**If you are qualified and seeking an exciting new challenge, please apply via [Recruitment@jubileekenya.com](mailto:Recruitment@jubileekenya.com) quoting the Job Reference Number and Position by 30<sup>th</sup> July 2021. Only shortlisted candidates will be contacted.**