



**Job Ref. No. JLIL012**

**Position: Data & Fraud Analyst**

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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 **Data & Fraud Analyst** within the **Digital Lab Department**. The position holder will report to the **Chief Data Officer** and will be based at Head Office in Nairobi.

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### **Role Purpose**

The role holder will analyze and review a broad range of financial data, including transactions, transfers, and payments to uncover potentially fraudulent activity. The ideal candidate must be familiar with data analysis techniques, software, and processes, and should possess the creative problem-solving abilities necessary to suggest new methods of analysis and prevention.

### **Main Responsibilities**

1. Determine any potential fraud action or leery activity that may be carried out in the organization.
2. Assess and analyze the information present in the electromechanical software and tools designed by the organization.
3. Examine the transaction information and electronic accounts existing in the organization.
4. Ensure the organization is free from any kind of fraudulent incidents or occurrences that will harm the reputation and established businesses of the organization.
5. Determine those sections of business of the organization that need to be under additional security care and operation. Create useful strategies and techniques that will help to strengthen these sections of the organization and make them reluctant against any forthcoming fraudulent activities.
6. Find suitable and apt solutions for the unlawful transactions detected with the help of proper assessment, research techniques and methodologies.
7. Maintain an elaborated record and documentation of the fraudulent events that have taken place in the past. Make use of these records to investigate the current fraudulent issues and determine effective resolutions for the same. Also take effective steps to make sure that such events do not take place in the organization.
8. Provide competent suggestions and recommendations by developing loss reduction techniques for the organization.
9. Convey threats identified to the Management Group and study the general trends of fraudulent activities.
10. Follow the guiding principles and policies previously set up by the organization relating to data and fraud management.

## **Key Competencies**

1. Attention to detail
2. Problem Solving Skills
3. Trustworthiness
4. Strong analytical skills to be able to identify fraud risk areas in complex operational environments from both structured (financial systems) and unstructured data (conversations, investigation reports and complaints)
5. Awareness of global standards and legislation around fraud and corruption
6. Awareness of current best practices in investigation techniques
7. Excellent communicator and facilitator and able to clearly and confidently articulate present findings.
8. Strong negotiation skills to influence all levels of staff, showing ability to work collaboratively with peers from different departments.
9. Highly developed cultural awareness and ability to work well in a corporate environment with people from diverse backgrounds.

## **Qualifications**

1. Degree in Mathematics, Statistics, Actuarial Science, Finance, Computer Science, Telecommunications and/or any other related field.
2. Relevant professional qualification

## **Relevant Experience**

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- Relevant experience in audit/risk/investigatory with knowledge of common analytical tools such as Case Ware IDEA and ACL
- Proven experience in using data analytics tools in an audit/risk/investigatory setting to identify and address red flags
- Substantial experience in forensic investigation with thorough knowledge and/or experience in audit.

**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 17<sup>th</sup> November 2021. Only shortlisted candidates will be contacted.**