



Job Ref. No: JHIL106

Position: Junior Underwriter - Corporate

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.

We currently have an exciting career opportunity for a **Junior Underwriter - Corporate** within **Jubilee Health Insurance Limited**. The position holder will report to the **Senior Underwriter - Corporate** and will be based at our Head Office in Nairobi.

Role Purpose

You will be responsible for assisting underwriters in assessing insurance risks, reviewing applications, and making underwriting decisions. This role involves learning and developing underwriting skills, analyzing data, and supporting the underwriting process to ensure accurate risk assessment and appropriate coverage.

Operational

1. Application Review: Assist in reviewing insurance applications and supporting documents to gather necessary information for risk assessment.
2. Risk Analysis: Assist in analyzing applicant data, such as medical records, financial statements, and claims history, to assess risk levels.

Corporate Governance

1. Compliance: Ensure compliance with underwriting guidelines, regulatory requirements, and company policies.
2. Documentation: Maintain accurate and organized records of underwriting decisions, correspondence, and related documents.

Leadership & Culture

1. Learning and Development: Continuously learn and develop underwriting knowledge and skills through training programs and mentorship.
2. Team Collaboration: Collaborate with senior underwriters, agents, brokers, and other team members to support the underwriting process.

Key Competencies

1. Analytical Skills
2. Attention to Detail
3. Communication
4. Adaptability
5. Teamwork
6. Learning Agility

Qualifications

1. Bachelor's degree in business administration, Finance, or a related field.
2. Insurance Professional qualification.

Relevant Experience

Minimum of 1 year of relevant working experience in an insurance firm.

If you are qualified and seeking an exciting new challenge, please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and Position by 2nd February 2024.

Only shortlisted candidates will be contacted.