



Job Ref. No. **JLIL203**

Position: **FORENSIC INVESTIGATOR**

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 **Forensic Investigator**. The position holder will report to the **Manager-Forensic Services** and will be based at the Head Office in Nairobi.

Role Purpose

The role holder will provide support to the department by undertaking Security, forensic, fraud & other investigations including extracting, analyzing, and interpreting data, gathering evidence, summarizing & reporting information gathered and other complex business information.

Main Responsibilities

Operational

1. Assist in the overall administration and running of the forensic and security department.
2. Assist in the development and walkthrough implementation of effective measures and strategies for security & fraud risk mitigation across the company and all business lines.
3. Assist in development, configuration, and deployment of security technologies & systems to protect company's assets (tangible and intangible), systems and personnel.
4. Assist in designing effective security, fraud, and investigations structures to ensure effective and timely service delivery.
5. Perform criminal investigation of all suspected frauds, theft, and dishonesty against Jubilee Insurance; Obtain information required to form an initial assessment of these offences and identify areas of loss; and subsequently, professionally, and forensically gather evidence to be used to support these offences.
6. Prepare investigation reports with the objective of presenting evidence gathered in a professional and concise manner.
7. Perform regular reviews of exceptions reported in business information by analyzing, interpreting, summarizing, and presenting for further investigations.
8. Assist in conducting security & fraud awareness campaigns and as well as training company staff on anti-fraud & security policies and procedures.
9. Assist in the Management of 24/7 CCTV Surveillance Control room, Automated Access Control, Intruder Detection and Alarms systems (Security & Fire).
10. Represent the company in courts on prosecution of suspects and as well assist in funds tracing, asset identification and recovery of lost revenue.
11. Liaise with other internal and external stakeholders and National Police departments including CID specialized units and stations where necessary.

Corporate Governance

1. Ensure compliance with relevant regulatory guidelines and industry best practices.
2. Adherence to the laws and regulations of Kenya, the policies and regulations within the insurance industry and all internal company policies and procedures.

Culture

1. Fostering a corporate culture that promotes ethical practices and good corporate citizenship while maintaining a conducive work environment.
2. Collaborate with cross-functional teams to develop initiatives that promote a positive and inclusive company culture.
3. Create personalized development plans that align with your career aspirations and the organization's objectives.

Key Competencies

1. Ability to analyze complex cases, identify key issues, and develop effective strategies for resolution.
2. Proficiency in developing and executing thorough investigations.
3. Strong interpersonal skills to conduct interviews and interrogations.
4. Showcase an aptitude for gathering and analyzing intelligence information.
5. Demonstrate the ability to analyze information critically, draw meaningful insights, and present findings in a clear and actionable manner.
6. Exhibit a strong capability to assess and respond to security threats.

Qualifications

- Bachelor's degree in a related field.
- CFE qualification will be an added advantage.

Relevant Experience

- Minimum of 2-3 years' working experience in fraud management, forensic investigation departments.

If you are qualified and seeking an exciting new challenge, please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and Position by 14th February 2024.

Only shortlisted candidates will be contacted.