



Job Ref. No. **JLIL210**

Position: **Human Resource Intern**

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 1.9 million 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 **Human Resources Intern** within the **Human Resources Department**. The position holder will report to the **Human Resources Business Partner** and will be based at Head Office in Nairobi.

Role Purpose

The Human Resources Intern will provide crucial administrative support to the Human Resource Business Partner, ensuring smooth operations and assisting in various HR functions. The role encompasses executing strategic HR tasks, fostering communication within the HR department and other business units, and utilizing creative design skills for departmental e-shots and communications.

Main Responsibilities

1. Administrative Support

- Assist in managing HR documentation, including employee records, contracts, and policies.
- Aid in scheduling interviews, meetings, and training sessions.
- Handle inquiries from employees regarding HR policies and procedures.

2. Operational Support

- Contribute to the development and implementation of HR initiatives and programs.
- Assist in the onboarding process for new hires, ensuring a smooth transition.
- Support employee engagement activities and events.

3. Strategic HR Tasks

- Assist in data analysis and reporting for HR metrics and key performance indicators.
- Participate in HR projects aimed at enhancing organizational effectiveness and efficiency.
- Contribute to the development of HR strategies aligned with business objectives.

4. Communication Facilitation

- Collaborate with various departments to facilitate effective communication and information sharing.
- Draft internal communications, announcements, and newsletters.
- Assist in the design and distribution of departmental e-shots and communications.

Key Competencies

1. Confidentiality.
2. Attention to detail and accuracy in administrative tasks.
3. Strong communication and interpersonal skills.
4. Ability to prioritize tasks and manage time effectively.
5. Analytical and problem-solving skills.
6. Team player with a positive attitude and willingness to learn.

Qualifications

1. Bachelor's degree in Business Administration, Human Resources Management, Commerce or any other related field.
2. IT proficient (proficient in MS Word, Excel and PowerPoint)

**If you are qualified and seeking an exciting new challenge,
Please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and
Position by 24th March 2024.
Only shortlisted candidates will be contacted.**