



Job Reference Number : JLICB002/24

Position: Assistant Manager – Business Development

We currently have an exciting career opportunity for **Assistant Manager – Business Development, Group Life** within **Jubilee Life Insurance Company of Burundi**. The position holder will report to the **General Manager** and will be based at Bujumbura.

Role Purpose

The role holder is responsible for leading and driving business growth initiatives, identifying new opportunities, and fostering client relationships within the Group Life Business. The role holder will be responsible for the Sales, Distribution and Marketing of Group Life products. This role focuses on managing a team of business development officers, achieving business development targets, and contributing to the overall growth and success of the organization.

Main Responsibilities

Strategy

1. Develop and implement a strategic annuity business development plan to expand the organization's market presence within the corporate life and pensions sector.
2. Identify and evaluate new business opportunities, including potential partnerships, mergers, or acquisitions to enhance the organization's capabilities and market positioning.
3. Conduct market analysis and stay updated on industry trends, competitor activities, and regulatory changes to identify strategic opportunities and potential risks.
4. Monitor industry developments, regulatory changes, and emerging trends affecting corporate life and pensions.
5. Provide insights and recommendations to senior management on product development, pricing strategies, and market positioning.

Operational

1. Marketing & Branding:
 - Provide training, support, and marketing materials to intermediaries to promote the organization's Corporate Life & Pensions products and services.
2. Client Acquisition and Relationship Management:
 - Identify and engage potential clients within the Corporate Life & Pensions sector, leveraging existing networks and developing new leads.
 - Build and maintain strong relationships with key clients, understanding their needs and providing tailored solutions.
 - Oversee the development of client presentations, negotiations, and proposal development to secure new business opportunities.
 - Collaborate with the team to ensure effective client onboarding and seamless handover to the account management team.
3. Business Growth and Revenue Generation:
 - Develop and execute strategies to achieve the Corporate Life & Pensions business development targets and revenue growth.
 - Identify cross-selling and upselling opportunities within existing client portfolios.
 - Collaborate with product development teams to identify and develop new offerings that align with client needs.

- Monitor sales performance, track progress against targets, and provide regular reports to senior management.
4. Relationship Management with Intermediaries and Partners:
 - Develop and maintain relationships with intermediaries, brokers, and strategic partners.
 - Collaborate with intermediaries to identify joint business opportunities and develop mutually beneficial partnerships.

Corporate Governance

1. Adhere to regulatory requirements and internal policies, ensuring compliance in all aspects.
2. Implement and uphold robust data protection and privacy practices, safeguarding customer information and ensuring confidentiality.
3. Participate in audits and internal control assessments, addressing any identified gaps or issues promptly.
4. Compliance: Stay updated with insurance regulations and underwriting best practices to ensure compliance with industry standards
5. Adherence to the laws and regulations of Burundi, the policies and regulations within the insurance industry and all internal company policies and procedures.

Leadership & 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. Individualized Development Planning: Create personalized development plans that align with your career aspirations and the organization's objectives.
4. Monitor team performance, track progress against targets, and provide regular reports to senior management.

Key Deliverables

1. Development and execution of a strategic business development plan.
2. Acquisition of new clients and achievement of business development targets.
3. Revenue growth through cross-selling and upselling opportunities.
4. Effective management of intermediaries and strategic partnerships.

Qualifications

1. Bachelor's degree in Insurance, Finance, Business, Marketing or any other related course
2. Diploma in Insurance
3. LOMA/CII/IIK Qualification
4. Masters' will be an added advantage.
5. Fluency in English & French

Relevant Experience

1. Minimum 3-4 years' experience in a similar role.
2. In-depth knowledge of corporate life and pensions products, policies, and regulations.
3. Proven track record of successfully implementing strategic initiatives and driving process improvements.

**If you are qualified and seeking an exciting new challenge, please apply with your detailed CV and application letter via Recruitment@jubileekenya.com by 17th May 2024
Only shortlisted candidates will be contacted.**