



Job Ref. No: JHIL123

Position: Underwriter

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. 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 an **Underwriter** within **Jubilee Health Insurance Limited**. The position holder will report to the **Manager, Underwriting** and will be based at our Head Office in Nairobi.

Role Purpose

Responsible for assessing and evaluating insurance applications, analysing risks, and determining appropriate coverage and premiums. This role involves making informed decisions based on risk assessment and underwriting guidelines to ensure profitability and maintain a balanced portfolio for the insurance company.

Key Responsibilities

Operational

1. **Risk Assessment:** Evaluate insurance applications and assess risks associated with various factors such as applicant's health, age, occupation, and claims history.
2. **Underwriting Guidelines:** Apply underwriting guidelines and criteria to determine eligibility, coverage limits, and pricing for insurance policies.
3. Ensure accurate system capture of medical benefits purchased and members covered, prompt debiting and dispatch of premiums invoices and the renewal/commencement premium schedules to the client/intermediary.
4. Ensure renewal terms on the system and membership lists are updated within policy timelines.

Corporate Governance

1. **Compliance:** Ensure compliance with regulatory requirements, underwriting standards, and company policies, and adhere to ethical practices.
2. **Policy Review:** Regularly review and update underwriting policies and guidelines to reflect industry changes and mitigate risks.

Leadership & Culture

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2. **Policy Review:** Regularly review and update underwriting policies and guidelines to reflect industry changes and mitigate risks.

Laws, Regulations, Company Policies: Stay informed about applicable laws and regulations, including Anti-Money Laundering (AML) and Counter Financing of Terrorism (CFT) laws, as well as Data Protection laws; Ensure that your actions and activities align with these legal requirements; Understand and adhere to internal company policies, processes, and procedures; Promptly report any instances of non-compliance to management and the designated compliance officer; Take proactive measures to mitigate compliance risks within your role and department; Participate in training programs and awareness sessions organized by the company to enhance your understanding of compliance requirements.

Key Skills and Competencies

1. Decision-Making
2. Effective Communication
3. Adaptability
4. Negotiation Skills

Qualifications

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

Relevant Experience

Minimum 3 Years Experience

If you are qualified and seeking an exciting new challenge, please apply via

Recruitment@jubileekenya.com quoting the Job Reference Number and Position by 17th July 2024
Only shortlisted candidates will be contacted.