



Job Ref. No. **JLIL 246**

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 **Jubilee Life Insurance Limited**. The position holder will report to the **Human Resources Business Partner** and will be based at our Head Office in Nairobi.

Role Purpose

The role holder will assist the Human Resources Business Partner in offering vital administrative assistance, guaranteeing seamless operations and aiding in diverse HR functions. The role holder will also be required to assist in executing strategic HR tasks and facilitating communication within the HR department and other business units.

Main Responsibilities

1. Recruitment Support. Assist in posting job vacancies on our website, social media and internally. Screen resumes and shortlist candidates. Schedule interviews and coordinate communication with candidates. Assist in conducting background checks and reference verification.
2. Employee Onboarding. Prepare and process new hire documentation. Assist in conducting orientation sessions for new employees. Ensure all onboarding activities are completed in a timely manner.
3. Benefits Administration. Support the administration of employee benefits, including health insurance, pensions, and other company benefits. Assist in the enrolment and update of employee benefits records. Respond to employee inquiries regarding benefits.
4. Employee Records Management. Maintain and update employee files, ensuring data accuracy and confidentiality. Assist in the digitalization and organization of HR records.
5. Employee Engagement. Support the planning and execution of employee engagement activities and events. Assist in gathering feedback from employees and contributing ideas for improvement.
6. HR Projects. Participate in HR projects and initiatives, providing support in research, data analysis, and reporting. Assist in the implementation of HR policies and procedures.
7. HR Administration. Handle general HR administrative tasks, including preparing HR correspondence, reports, and presentations. Support the HR team in day-to-day activities as needed.

Key Competencies

1. Communication Skills. Strong verbal and written communication skills.
2. Attention to Detail. Meticulous in handling HR documentation and data.
3. Organizational Skills. Ability to manage multiple tasks and priorities.
4. Interpersonal Skills. Ability to work well with colleagues and interact with employees at all levels.
5. Confidentiality. Upholds confidentiality in handling sensitive employee information.
6. Learning agility.
7. HR knowledge. In-depth understanding of HR principles, practices and regulations.

Academic Background & Relevant Qualifications

1. Bachelor's degree in business administration, Bachelor of Commerce, Bachelor's degree in a business or management related field.
2. IT proficient (proficient in MS Word, Excel and PowerPoint)
3. Prior internship or part-time experience in HR or administration is advantageous but not required.

**If you are qualified and seeking an exciting new challenge,
Please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and
Position by 26th August 2024.
Only shortlisted candidates will be contacted.**