



**Job Ref. No. JAML024 (Readvertised)**

**Position: PROJECT MANAGER**

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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](http://www.JubileeInsurance.com).

We currently have an exciting career opportunity for **Project Manager** within **Jubilee Asset Management Limited**. The position holder will report to the **Chief Executive Officer** and will be based at the Head Office in Nairobi.

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### **Role Purpose**

The role holder is responsible for overseeing and managing the successful execution of projects related to the Company. The role involves developing and implementing project strategies, ensuring operational efficiency, maintaining compliance with regulatory requirements, fostering a culture of leadership and collaboration, and delivering key outcomes. The role holder will play a crucial role in driving the growth and success of the organization's asset management initiatives.

### **Strategy**

1. Work closely with the Chief Executive Officer (CEO) and executive leadership to develop and refine the project management department's strategic goals and objectives.
2. Identify and prioritize projects based on strategic importance and resource availability.
3. Oversee the portfolio of projects, ensuring alignment with business goals and strategic initiatives.
4. Monitor industry trends and best practices in project management to continually improve processes.
5. Drive innovation in project management methodologies to enhance efficiency and effectiveness.

### **Operational**

1. Lead the planning and execution of projects, ensuring they are delivered on time, within scope, and within budget. Lead the end-to-end project management process.
2. Define key performance indicators (KPIs) and metrics to track the effectiveness of strategic initiatives and projects. Define project scopes, objectives, and success criteria in collaboration with relevant stakeholders.
3. Develop comprehensive project plans, including timelines, resource allocation, and risk management strategies. Coordinate internal resources and third parties/vendors for the flawless execution of projects.
4. Monitor project progress, identify potential roadblocks, and implement corrective actions as needed.
5. Collaborate with cross-functional teams to define project scope, objectives, and deliverables.
6. Conduct risk assessments and develop mitigation strategies to address potential project challenges.
7. Regularly communicate project status, updates, and progress to stakeholders and executive leadership.
8. Build and maintain strong relationships with internal stakeholders, including department heads.
9. Establish project governance frameworks, including roles and responsibilities, decision-making structures, and escalation paths.
10. Provide regular project status updates, performance reports, and risk assessments to executive leadership and relevant stakeholders.
11. Ensure that projects are executed in accordance with company policies, industry regulations, and best practices.

12. Monitor and report on the progress of projects against established KPIs, making adjustments as needed to achieve desired outcomes. Conduct regular audits and reviews to ensure project management standards are met.
13. Provide actionable recommendations based on data-driven insights to drive business growth.
14. Generate actionable insights and recommendations to drive business growth and enhance operational efficiency.

### **Corporate Governance**

1. Compliance: Stay updated on asset management related, industry regulations, compliance requirements, and best practices.
2. Adherence to the laws and regulations of Kenya, the policies and regulations within the asset management industry and all internal company policies and procedures.
3. Ensuring compliance with applicable statutory and regulatory requirements and establishing mitigation measures against emerging business risks.
4. Implement effective risk management strategies, including appropriate internal controls, to mitigate operational, financial, and regulatory risks.

### **Leadership & Culture**

1. To provide the much-needed transformational leadership to meet and surpass the expectations of stakeholders.
2. Provide leadership to the team and build know-how and knowledge sharing to create efficiencies and synergies.
3. Building relevant departmental capacity to deliver on the project management's strategy by leading, guiding, directing, and evaluating the work of the team.
4. Fostering a corporate culture that promotes ethical practices and good corporate citizenship while maintaining a conducive work environment for attracting, retaining, and motivating employees.
5. Conduct regular team meetings and training sessions to enhance skills and knowledge related to project management.

### **Key Competencies**

1. Strategic thinking and decision-making abilities.
2. Strong problem-solving and analytical skills.
3. Effective communication and interpersonal skills.
4. Results-oriented mindset with a focus on delivering quality outcomes.

### **Qualifications**

1. Bachelor's degree in project management, Finance, Business Administration, Computer Science or any other related field. A master's degree would be an advantage.
2. Project Management Certification (e.g., PMP, PRINCE2) is highly desirable.

### **Relevant Experience**

1. At least 7-10 years of experience in project management, preferably in asset management or financial services industry.
2. Proven track record of successfully managing complex projects from initiation to completion.

**If you are qualified and seeking an exciting new challenge,  
please apply via [Recruitment@jubileekenya.com](mailto:Recruitment@jubileekenya.com) quoting the Job Reference Number and  
Position by 16<sup>th</sup> September 2024.  
Only shortlisted candidates will be contacted.**