



**Job Ref. No. JAML034**

**Position: Compliance Intern**

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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 **Compliance Intern** within **Jubilee Asset Management Limited**. The position holder will report to the **Assistant Manager, Risk and Compliance** and will be based at the Head Office in Nairobi.

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### **Role Purpose**

The role holder will assist the Assistant Manager, Risk and Compliance to ensure full compliance of the Asset Management Business, assist in ensuring that the company is compliant with internal Jubilee Asset Management policies, all external regulations, acts and laws applicable in the financial services industry. The role holder will also assist in overseeing and implementing the company's compliance framework, thus mitigating compliance risks, and upholding the highest ethical standards within the organization.

### **Main Responsibilities**

1. Assist in ensuring that applicable regulations are adhered to by the business and support functions through day-to-day monitoring and regular review to ensure compliance with existing legislation, regulations and internal policies, processes, documentations and controls.
2. Assist in ensuring that compliance risks are identified, assessed, controlled and enforced.
3. Assist in identifying suspicious transactions and reporting of these transactions to the Money Laundering Reporting Officer without tipping off.
4. Assist in reviewing company processes/operational manuals and systems to ensure that they are regularly updated to meet the set regulations, policies and all other requirements such as mandates, escalations, controls etc.
5. Assist in identifying areas of compliance weakness and recommend remedial measures in consultation with the assistant manager, risk and compliance.
6. Follow up with the various stakeholders on closure of the Compliance Gap Analysis/Tracker.

## **Corporate Governance**

1. Regulatory Compliance: Assist in ensuring the company's compliance with the regulatory requirements.
2. Internal Control Systems: Contribute to the continuous improvement of internal control mechanisms in line with corporate governance best practices.
3. Ethics and Standards: Promote and uphold ethical standards and corporate integrity across the company's operations.
4. Governance Audits: Participate in governance audits and reviews to ensure that organizational policies are effectively enforced.

## **Culture**

1. Promote a culture of compliance across all levels of the organization.
2. Actively participate in fostering a strong risk and control environment.
3. Support transparency and accountability in the company's operations.
4. Help promote ethical behavior and decision-making in the workplace.
5. Encourage open communication and reporting of compliance-related concerns without fear of retribution.
6. Champion diversity, equity, and inclusion initiatives within compliance processes.

## **Key Competencies**

1. Understanding of Regulations and Laws. Develop a solid understanding of relevant laws and regulations applicable to the industry. Stay updated on changes in legislation and compliance requirements.
2. Analytical Skills. Ability to analyze complex information and identify compliance issues. Conduct thorough research to interpret and apply regulatory requirements.
3. Attention to Detail. Demonstrate a high level of accuracy and attention to detail in reviewing documents and data. Identify inconsistencies and discrepancies to ensure compliance.
4. Organizational Skills. Manage and organize compliance documentation and records. Prioritize tasks effectively to meet deadlines and respond to compliance inquiries.
5. Adaptability. Adapt to changes in regulations and internal policies. Learn quickly and adjust strategies to ensure ongoing compliance.

## **Qualifications**

1. B.Sc. Finance related field, Bachelor of Laws, Bachelor's degree in a business or related field.
2. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

## **Relevant Experience**

1. Previous internship or experience in a corporate environment, especially in compliance, legal, or financial services.
2. Exposure to regulatory compliance, corporate governance, or financial audits is an advantage.

**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 8<sup>th</sup> October 2024.**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**