



**Job Ref. No.**                    **JLIL 269**

**Position:**                    **Data Governance Analyst**

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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 a **Data Governance Analyst** within **Jubilee Life Insurance Limited**. The position holder will report to the **Head of Data Governance** and will be based at our Head Office in Nairobi.

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### **Role Purpose**

The role holder will be responsible for ensuring the integrity, security, and compliance of data assets across the organization. He/She will be responsible for supporting the development, implementation, and maintenance of data governance policies, processes, and controls to optimize data quality and usability while mitigating risks.

### **Main Responsibilities**

#### **Operational**

1. Assist in the development and implementation of data governance frameworks, policies, and procedures to ensure compliance with regulatory requirements and industry best practices.
2. Collaborate with cross-functional teams, including IT, compliance, legal, and business units, to define data governance roles, responsibilities, and accountability structures.
3. Conduct data profiling and analysis to assess data quality, completeness, and consistency, identifying issues and recommending remediation plans.
4. Document and maintain data dictionaries, metadata repositories, and data lineage documentation to facilitate data understanding and transparency.
5. Support the implementation of data classification and sensitivity assessments to identify and mitigate risks associated with data privacy and security.
6. Monitor and track data governance activities, including data quality assessments, remediation efforts, and compliance audits, ensuring timely resolution of issues.
7. Assist in the development of training materials and awareness campaigns to promote understanding and adoption of data governance policies and procedures.
8. Participate in the evaluation and selection of data governance tools and technologies to support data management and compliance requirements.
9. Stay updated on regulatory changes, industry trends, and emerging best practices in data governance to inform continuous improvement initiatives.
10. Prepare and present reports, dashboards, and metrics on data governance performance, compliance, and key performance indicators (KPIs) to stakeholders.

## **Corporate Governance**

1. Ensure adherence to the laws and regulations of Kenya and all internal company policies and procedures.
2. Ensuring compliance with applicable statutory and regulatory requirements e.g. Kenyan Data Protection Act, GDPR.etc. and establishing mitigation measures against emerging business risks.

## **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.

## **Key Competencies**

1. Good understanding of data governance principles and best practices.
2. Familiarity with regulatory requirements related to data privacy and security.
3. Proficiency in data analysis tools and techniques.
4. Familiarity with database management systems and SQL

## **Qualifications**

1. Bachelor's degree in Computer Science, Information Management/Systems, or a related field.
2. Certification in Data governance, CISA, CDMP and any other related certification will be an added advantage.

## **Relevant Experience**

- Minimum of 2 years' experience in a similar role.

**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 20<sup>th</sup> October 2024.  
Only shortlisted candidates will be contacted.**