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**Job Ref. No:** JHIL137

**Position:** Business Development Officer, Corporate

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Jubilee Insurance was established in August 1937 as the first locally incorporated insurance company based in Mombasa. Over the years, Jubilee Insurance has expanded its reach throughout the region, becoming the largest composite insurer in East Africa, offering Life, Pensions, General, and Medical Insurance. With a client base of over 1.9 million, Jubilee stands as the number one insurer in East Africa. We operate a network of offices in Kenya, Uganda, Tanzania, and Burundi, and we are the only ISO-certified insurance group listed on the three East African stock exchanges – The Nairobi Securities Exchange (NSE), Dar es Salaam Stock Exchange, and Uganda Securities Exchange. For more information, visit [www.JubileeInsurance.com](http://www.JubileeInsurance.com).

We currently have an exciting career opportunity for a **Business Development Officer, Corporate** within Jubilee Health Insurance Limited. The position holder will report to the **Business Development Manager, Corporate Business** and will be based at our Head Office in Nairobi.

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### **Role Purpose**

The job holder will be responsible for driving the growth and expansion of the corporate business unit within an organization. They are responsible for identifying new business opportunities, developing, and maintaining relationships with corporate clients, and contributing to the achievement of revenue targets.

### **Key Responsibilities**

#### **1. Strategy**

- I. **Business Development Strategy:** Develop and execute strategic plans to identify and pursue new business opportunities in the corporate sector. Analyse market trends, competitor activities, and client needs to formulate effective strategies for business growth.
- II. **Market Analysis:** Conduct market research and analysis to identify industry trends, client preferences, and emerging market opportunities. Utilize this information to develop targeted sales and marketing strategies to penetrate the corporate market.

#### **2. Operational**

- I. **Client Relationship Management:** Build and maintain strong relationships with corporate clients, understand their needs, and provide exceptional customer service. Continuously engage with clients to identify opportunities for upselling, cross-selling, and renewal of contracts.
- II. **Sales and Proposal Development:** Collaborate with the sales team to develop compelling sales proposals, presentations, and pitches to win new corporate clients. Participate in sales activities, including lead generation, prospecting, and negotiation of contracts.

#### **3. Corporate Governance**

- I. **Compliance and Risk Management:** Ensure adherence to regulatory requirements and internal policies related to corporate business activities. Mitigate potential risks through the implementation of effective risk management strategies.
- II. **Contract Management:** Review and negotiate contracts with corporate clients, ensuring compliance with legal and contractual obligations. Ensure favourable terms and conditions that align with the organization's objectives.

**Laws, Regulations, Company Policies:** Stay informed about and strictly adhering to all external laws, including Anti-Money Laundering (AML) and Counter Financing of Terrorism (CFT) laws, Data Protection laws, and any other relevant regulations applicable in the insurance industry; Understand, implement, and enforce internal company policies, processes and procedures; Ensure that operational compliance programs are in place within your



department. Implement processes and controls that promote compliance with external laws, regulations, and internal policies; Foster a robust ethical culture within the organization, demonstrating and promoting ethical behaviour, integrity, and compliance with laws and regulations. Encourage open communication and reporting of any potential compliance concerns or violations.

### **Key Skills and Competencies**

1. Business Acumen
2. Adaptability and Resilience
3. Problem Solving
4. Communication and Influencing
5. Relationship Building
6. Results Orientation

### **Academic Qualifications**

1. A Bachelor's degree in a Business-related course
2. Insurance Professional qualification

### **Relevant Experience**

A minimum of 4 years of experience in business development or sales, from the medical insurance sector.

**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 13<sup>th</sup> December 2024**

**Only shortlisted candidates will be contacted.**