



Job Ref. No: JLIL 286

Position: Procurement 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 **Procurement Intern** within **Jubilee Life Insurance Limited**. The role holder will report to the **Senior Officer - Procurement** and will be based at our Head Office in Nairobi.

Role Purpose

The role holder will provide support to the procurement team in managing procurement activities, including supplier management, purchase order processing, and compliance monitoring. This role offers an opportunity to gain practical experience in procurement within the life insurance industry while developing professional skills and knowledge.

Main Responsibilities

1. Supplier Support. Assist in the identification and evaluation of potential suppliers. Maintain and update supplier records, including contact details and performance metrics.
2. Purchase Order Processing. Support the preparation and issuance of purchase orders. Track deliveries and assist in resolving discrepancies between orders and received goods.
3. Documentation and Record Keeping. Maintain accurate records of procurement activities, including contracts, purchase orders, and delivery receipts. Ensure proper filing and documentation of procurement-related information.
4. Market Research. Conduct market research to identify competitive pricing and alternative suppliers. Analyze trends and provide insights to improve procurement processes.
5. Compliance Monitoring. Assist in ensuring procurement activities comply with internal policies and regulatory requirements. Support the preparation of reports related to procurement compliance and risk mitigation.
6. Cost Analysis. Participate in cost analysis and budgeting for procurement activities. Identify opportunities for cost savings under the supervision of senior staff.
7. General Support. Provide administrative support to the procurement team. Assist in preparing presentations and reports for internal and external stakeholders.

Key Competencies

1. Attention to Detail. Ability to ensure accuracy in documentation and procurement activities.
2. Analytical Thinking. Basic analytical skills to review data and support decision-making.
3. Communication Skills. Effective verbal and written communication to interact with suppliers and internal teams.
4. Team Collaboration. Capability to work collaboratively in a team-oriented environment.
5. Problem Solving. Eagerness to address procurement-related challenges with guidance.
6. Time Management. Ability to prioritize tasks and meet deadlines in a fast-paced environment.
7. Ethical Practices. Understanding of ethical procurement practices and confidentiality requirements.

Academic Background & Relevant Qualifications

1. Bachelor's degree in Supply Chain Management, Business Administration, Procurement, or a related field.

2. Basic knowledge of procurement processes and practices.
3. Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook).
4. Exposure to procurement systems or software (preferred).
5. Interest in pursuing or currently pursuing professional certification in procurement (e.g., KISM CIPS) is an advantage.

If you are qualified and seeking an exciting new challenge, please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and Position by 10th January 2025. Only shortlisted candidates will be contacted.