



**Job Ref. No: JLIL 287**

**Position: Underwriting 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](http://www.JubileeInsurance.com).

We currently have an exciting career opportunity for **Underwriting Interns** within **Jubilee Life Insurance Limited**. The role holders will report to the **Assistant Manager- Underwriting** and will be based in our Nairobi, Nyeri and Mombasa offices.

---

### **Role Purpose**

The role holder will provide support to the underwriting team at the branch level by assisting with the processing and data entry of new business applications. The role holder will work closely with agents to ensure timely and accurate data capturing, compliance with underwriting guidelines, and contributing to the seamless issuance of policies.

### **Main Responsibilities**

1. **Data Capturing.** Accurately capture data for new business applications from agents into the underwriting system. Verify the completeness and accuracy of application details, ensuring adherence to required guidelines.
2. **Underwriting Support.** Assist in the review of applications to ensure compliance with underwriting policies and guidelines. Provide preliminary risk assessments under the guidance of senior underwriting staff.
3. **Documentation Management.** Maintain and organize new business application records and related documents. Ensure confidentiality and secure handling of client information.
4. **Customer Service.** Act as a point of contact for agents at the branch to address queries related to new business applications. Collaborate with agents to resolve incomplete or unclear application details.
5. **Reporting and Updates.** Provide regular updates on the status of new business applications to the underwriting team and branch management. Assist in preparing daily, weekly, or monthly branch-level reports on underwriting activities.
6. **Compliance.** Ensure adherence to KYC, anti-money laundering, and insurance regulatory requirements during data capturing and processing. Highlight any non-compliant cases for review and action by the senior underwriting team.

### **Key Competencies**

1. **Attention to Detail.** Accuracy in capturing and reviewing application data.
2. **Analytical Thinking.** Basic ability to assess and identify potential risks in applications.
3. **Communication Skills.** Clear and effective communication with agents and internal teams.
4. **Time Management.** Ability to prioritize tasks and meet deadlines in a fast-paced environment.
5. **Team Collaboration.** Willingness to work in a team-oriented setting and support branch operations.
6. **Confidentiality.** Maintain strict confidentiality of client and company information.

### **Academic Background & Relevant Qualifications**

1. Bachelor's degree in Insurance, Business Administration, Finance, or a related field.
2. Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook).

3. Knowledge of insurance principles and underwriting processes (preferred but not mandatory).
4. A passion for learning and developing skills in underwriting and life insurance.

**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 10<sup>th</sup> January 2025. Only shortlisted candidates will be contacted.**