**Job Ref. No:** JHIL145

**Position:** Strategy & Business Support Officer

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 **Strategy & Business Support Officer** within Jubilee Health Insurance Limited. The position holder will report to the **Head of Product & Strategy** and will be based at our Head Office in Nairobi.

# **Role Purpose**

The Strategy & Business Support Officer will play a critical role in driving the organization’s strategic projects, tracking company performance, and ensuring alignment with corporate goals. This role involves managing cross-functional initiatives, analysing performance metrics, and providing recommendations to enhance overall company effectiveness and competitiveness.

**Key Responsibilities**

1. **Strategy**
2. Support the development and execution of the company’s strategic plans.
3. Work closely with the Head of Strategy and Products to identify key priorities and initiatives.
4. Translate corporate strategy into actionable objectives and monitor progress.
5. Provide strategic insights to support decision-making at both the corporate and departmental levels.
6. Stay updated on industry trends, competitive landscape, and market conditions to inform strategy.
7. **Operational**
8. Lead and oversee strategic projects from initiation to completion, ensuring timely delivery and alignment with business goals.
9. Coordinate with cross-functional teams to ensure effective collaboration and resource allocation.
10. Identify and mitigate risks associated with projects.
11. Analyse performance data to identify trends, gaps, and areas for improvement.
12. Prepare detailed reports and presentations for the leadership and highlighting insights and actionable recommendations.
13. Facilitate regular reviews with leadership teams to assess progress on strategic goals and projects.
14. Ensure effective communication of strategic objectives and updates across the organization.
15. Develop proposals for new initiatives to improve company performance and achieve growth.
16. **Corporate Governance**
17. Adhere to rules and regulations for all the organizational integrated activities to guarantee institutional performance, customer's efficiency, profitability, and valuable service quality.
18. **Leadership & Culture**
19. Fostering a corporate culture that promotes ethical practices and good corporate citizenship while maintaining a conducive work environment.
20. Collaborate with cross-functional teams to develop initiatives that promote a positive and inclusive company culture.
21. Individualized Development Planning: Create personalized development plans that align with your career aspirations and the organization's objectives.

# **Key Skills and Competencies**

1. Strong analytical and problem-solving skills.
2. Excellent communication and presentation skills.
3. Ability to work collaboratively with cross-functional teams.
4. Understanding of market research techniques and industry trends.

# **Academic & Professional Qualifications**

1. Bachelor’s degree in business administration, Economics, Finance, or a related field.
2. An MBA or advanced degree is a plus.

**Relevant Experience**

Minimum 4 years of experience in strategic planning, project management, or a related field

**If you are qualified and seeking an exciting new challenge, please apply via**

**Recruitment@jubileekenya.com quoting the Job Reference Number and Position by 15th January 2025**

**Only shortlisted candidates will be contacted.**