

**Job Ref. No: JHIL 152**

**Position: Bids & Sales Officer**

**Employment Terms: Fixed Term Contract**

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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 **Bids & Sales Officer** 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 supporting the effective management and organization of tender documents throughout the tendering process. They are responsible for ensuring the timely and accurate preparation, distribution, and retrieval of tender documents, as well as maintaining document control processes and facilitating smooth communication with internal and external stakeholders.

#### **Main Responsibilities**

1. Assist in the preparation of tender documents, ensuring they are complete, accurate, and compliant with tender requirements.
2. Manage the end-to-end tendering process, including prequalification, bid submission, and post-tender follow-ups.
3. Document Control and Tracking: Manage the document control processes to track the movement, version control, and status of tender documents. Ensure proper filing, archiving, and retrieval of tender-related documents.
4. Identify and track tender opportunities.
5. Ensure compliance with procurement regulations, policies, and procedures in relation to tender document management. Support quality assurance processes to maintain the integrity and credibility of the tendering process.
6. Safeguard the confidentiality and security of tender documents and sensitive information. Adhere to data protection and confidentiality requirements in handling and sharing tender-related documents.
7. Collaborate with cross-functional teams, such as procurement, legal, and finance, to ensure effective coordination and communication throughout the tendering process. Foster a culture of collaboration, knowledge sharing, and teamwork.
8. Uphold high ethical standards, professionalism, and integrity in all tender document management activities. Act as a role model for ethical behavior and adherence to organizational values.
9. Stay informed about applicable laws and regulations, including Anti-Money Laundering (AML) and Counter Financing of Terrorism (CFT) laws, as well as Data Protection laws.

#### **Key Competencies**

1. Tender Document Management Systems: Proficiency in using document management software and tools specific to tender document management, such as e-procurement platforms or document collaboration platforms.
2. Attention to Detail: Meticulous attention to detail to ensure accuracy, completeness, and compliance of tender documents.
3. Communication and Coordination: Excellent written and verbal communication skills to effectively communicate with stakeholders and coordinate tender document-related activities.
4. Ability to handle multiple tender processes simultaneously while meeting strict deadlines.

**Key Performance Indicators**

1. Timeliness of tender's submission
2. Tender documentation accuracy
3. The percentage of tenders meeting all legal, regulatory, and company compliance requirements.
4. Tender success rate

**Academic and Professional Qualifications**

1. A Bachelor's degree in a Business-related course.
2. Proficient in the use of Microsoft Office Suite and packages.

**Relevant Experience**

At least **1 year 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 17<sup>th</sup> February 2025. Only shortlisted candidates will be contacted.**