



Job Ref. No. JAML046

Position: UNIT MANAGER

Jubilee Asset Management Limited (JAML) is a premier Asset Manager that offers differentiated investment products and solutions across core assets, alternative assets and across all market cycles. Our clients include institutions, high net worth individuals (HNWI) and retail clients. Our differentiated investments products and solutions include Insurance Fund Management, [Segregated Portfolio Management](#), [Unit Trusts](#), Alternative Investments, Offshore Investments and Structured Investment Products. For more information, visit <https://jubileeinsurance.com/ke/asset-management/>.

We currently have an exciting career opportunity for **Unit Manager** within **Jubilee Asset Management Limited**. The position holder will report to the **Business Development Manager – Retail Distribution** and will be based in Mombasa

Role Purpose

The Unit Manager will be responsible for leading and managing teams within the Mombasa branch to drive production, enhance team productivity, and achieve sales targets. The role involves providing leadership, fostering team alignment, overseeing leave management, and ensuring accurate and timely reporting on production and sales performance. The Unit Manager will play a critical role in executing strategies that enhance team efficiency, client satisfaction, and business growth.

Main Responsibilities

Strategic Function

1. Team Leadership & Performance Management

- Provide strategic direction and leadership to teams to achieve production and sales targets.
- Develop and implement team goals aligned with the branch's overall business objectives.
- Drive productivity by setting clear expectations and monitoring individual and collective team performance.

2. Business Growth & Productivity

- Collaborate with the Branch Manager to identify opportunities for improving team output and client acquisition.
- Design and execute initiatives to enhance the productivity of each team member, contributing to overall branch success.
- Support the development of innovative approaches to meet evolving client needs and market demands.

3. Reporting & Insights

- Prepare and submit comprehensive weekly reports on team production, sales performance, and key metrics to the Branch Manager.
- Analyse performance data to identify trends, challenges, and opportunities for improvement.
- Provide actionable insights to senior management to inform strategic decision-making.

Operational Function

1. Team Management & Organization

- Oversee the daily operations of the team, ensuring alignment with branch goals and client expectations.
- Conduct regular team meetings (daily and weekly) to align priorities, review progress, and set objectives.
- Manage team schedules, including leave generation, to ensure optimal staffing and uninterrupted service delivery.

2. Production Oversight

- Monitor and drive the production output of the entire team, ensuring consistency and quality in deliverables.
- Implement processes to track and enhance the productivity of individual team members.
- Address performance gaps through coaching, training, and resource allocation.

3. Client & Stakeholder Engagement

- Work closely with team members to ensure exceptional service delivery to clients.
- Act as a secondary point of contact for escalations, supporting the team in resolving client issues efficiently.
- Foster collaboration with other departments to streamline operations and enhance client outcomes.

Corporate Governance

1. Compliance: Stay updated on industry regulations, compliance requirements, and best practices.
2. Adherence to the laws and regulations of Kenya, the policies and regulations within the Asset Management industry and all internal company policies and procedures.
3. Ensuring compliance with applicable statutory and regulatory requirements and establishing mitigation measures against emerging business risks.
4. Implement effective risk management strategies, including appropriate internal controls, to mitigate operational, financial, and regulatory risks.

People and Culture Pillar

1. Inspire and motivate team members through effective leadership, fostering a culture of accountability and excellence.
2. Mentor and coach team members to develop their skills and advance their careers within the organization.
3. Lead by example, demonstrating professionalism, resilience, and a client-centric approach.
4. Cultivate a positive and inclusive team environment that encourages collaboration and innovation.
5. Encourage continuous learning and professional development among team members.
6. Recognize and reward outstanding performance to boost morale and motivation.

Key Competencies

1. Proven leadership and team management skills with a focus on driving performance and productivity.
2. Strong organizational abilities to align team efforts and manage schedules effectively.
3. Excellent analytical skills to assess production data and generate actionable insights.
4. Exceptional communication and interpersonal skills to inspire teams and engage stakeholders.
5. Proactive and results-oriented approach to meeting targets and resolving challenges.
6. Knowledge of sales strategies, client relationship management, and operational workflows.

Qualifications

1. Bachelor's degree in Investments, Business, Finance or any other related course.
2. CISI, CIFA, CFA are an added advantage.

Relevant Experience

1. Minimum of 2-4 years' experience in team management, sales, or a related role within financial services or asset management.
2. Demonstrated success in leading teams to achieve production and sales targets.
3. Familiarity with the asset management or wealth management industry 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 28th March 2025.**

Only shortlisted candidates will be contacted.