



Job Ref. No: JHIL159

Position: Sales Training and Recruitment Executive

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.

We currently have an exciting career opportunity for a **Sales Training and Recruitment Executive** within Jubilee Health Insurance Limited. The position holder will report to the **General Manager, Retail & SME Sales** and will be based at our Head Office in Nairobi.

Role Purpose

Responsible for supporting the sales and recruitment efforts of an insurance company by designing and implementing effective training programs for sales teams and attracting talented individuals to join the company's sales force. This role focuses on enhancing the sales capabilities of the team and ensuring a strong pipeline of skilled sales professionals.

Key Responsibilities

1. Strategy

- I. Training Strategy: Develop and implement a strategic training plan to enhance the sales skills, product knowledge, and overall performance of the sales team.
- II. Recruitment Strategy: Develop and execute a recruitment strategy to attract and select high-performing sales professionals who align with the company's values and objectives.

2. Operational

- I. Training Program Development: Design and deliver training programs and materials for new hires, existing sales representatives, and sales managers to improve their selling techniques, product knowledge, and customer service skills.
- II. Sales Performance Monitoring: Monitor and evaluate the effectiveness of training programs, track sales performance metrics, and provide feedback and coaching to sales teams for continuous improvement.

3. Leadership & Culture

- I. Team Leadership: Provide leadership and guidance to the sales training and recruitment team, fostering a culture of collaboration, continuous learning, and high performance.
- II. Sales Culture Promotion: Instill a sales-focused culture within the organization by promoting teamwork, motivation, and a customer-centric approach to achieve sales targets.



Laws, Regulations, Company Policies: Stay informed about and strictly adhering to all external laws, including Anti-Money Laundering (AML) and Counter Financing of Terrorism (CFT) laws, Data Protection laws, and any other relevant regulations applicable in the insurance industry; Understand, implement, and enforce internal company policies, processes and procedures; Ensure that operational compliance programs are in place within your department. Implement processes and controls that promote compliance with external laws, regulations, and internal policies; Foster a robust ethical culture within the organization, demonstrating and promoting ethical behaviour, integrity, and compliance with laws and regulations. Encourage open communication and reporting of any potential compliance concerns or violations.

Key Skills and Competencies

- I. Communication and Presentation Skills: Excellent verbal and written communication skills to effectively deliver training programs, engage participants, and convey information clearly.
- II. Relationship Building: Ability to build and maintain relationships with sales teams, internal stakeholders, and external training providers to ensure successful training and recruitment outcomes.
- III. Analytical Thinking: Strong analytical and problem-solving skills to evaluate training needs, assess sales performance, and identify areas for improvement.
- IV. Leadership and Motivation: Ability to inspire and motivate sales teams, fostering a positive work environment and driving a high level of performance.

Academic Qualifications

- I. Bachelor's degree in business administration, Finance, or a related field.
- II. Professional Insurance Qualification

Relevant Experience

At least 3-5 years of experience in sales training, recruitment, or a related field, preferably within the insurance or financial services industry

If you are qualified and seeking an exciting new challenge, please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and Position by 14th March 2025
Only shortlisted candidates will be contacted.