



**Job Ref. No. JLIL306**

**Position: Senior Officer - ESG**

---

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, Asset Management 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 **Senior Officer - ESG** within **Jubilee Holdings Limited**. The position holder will report to the **Regional Head of ESG** and will be based at our Head Office in Nairobi.

---

### **Role Purpose**

The Senior Officer – ESG is tasked with advancing the organization’s Environmental, Social, and Governance (ESG) agenda on its transformative sustainability journey. This strategic position is designed to develop and operationalize ESG principles into corporate strategies and operations and ensure compliance with mandatory ESG reporting requirements. The role demands a pragmatic officer who can orchestrate multi-entity ESG initiatives and cultivate a culture of sustainability and accountability. By driving transparency, mitigating risks, and unlocking ESG opportunities, the Senior Officer will play an important role in supporting the Jubilee Holdings Limited (JHL) entities to deliver measurable impact across environmental stewardship, social equity, and governance excellence.

### **Main Responsibilities**

#### **ESG Strategy Development & Execution**

- Collaborate with the Regional Head of ESG to develop a group ESG strategy that integrates sustainability into and aligns with corporate goals.
- Develop a scalable ESG implementation framework, ensuring consistency across entities while allowing flexibility to address unique operational contexts.
- Translate mandatory regulatory and reporting requirements into entity-specific action plans.
- Benchmark JHL’s ESG performance against industry peers, leveraging insights to refine strategies and maintain a competitive edge in sustainability leadership.
- Represent the Group in the different Forums: NZIA, UN, Regional associations

## **Operational Implementation & Cross-Entity Coordination**

- Orchestrate ESG efforts across Jubilee Insurance in alignment with the ESG strategy developed.
- Facilitate regular cross-entity forums to address challenges, harmonize ESG approaches, monitor progress.
- Support the Head in the execution of ESG initiatives, from planning to monitoring, ensuring timely delivery and adherence to quality standards across diverse operational landscapes.
- Coordinate with entity CEOs and senior leaders to embed ESG considerations into decision-making processes, enhancing strategic alignment with corporate goals.
- Oversee the deployment of ESG tools and resources (e.g., risk assessment templates, tracking software) to streamline implementation and improve efficiency.
- Act as a central point in resolving operational bottlenecks and ensuring ESG priorities remain on track across hierarchical levels.

## **Data Mastery, Reporting Excellence & Regulatory Alignment**

- Ensure implementation of the developed data collection system to capture ESG metrics (e.g., emissions, community impact, governance adherence) across all seven entities.
- Analyse datasets to identify trends, risks, and opportunities and provide actionable recommendations to the Regional Head of ESG.
- Prepare high-calibre ESG reports for the various stakeholders, ensuring accuracy, clarity, and within set TATs
- Ensure adherence to regulatory disclosure requirements.
- Partner with Risk and Compliance teams to integrate ESG risks in the risk matrix.
- Leverage data visualization tools to create dashboards for stakeholder consumption.

## **Stakeholder Engagement & Organizational Transformation**

- Develop and deliver comprehensive ESG training and awareness programs for various stakeholders internally and externally.
- Guide procurement in the establishment of sustainable supply chain policies and procurement.
- Address ESG queries and build trust with employees, regulators, and community partners.
- Collaborate with HR to embed diversity, equity, and inclusion (DEI) principles into ESG initiatives.
- Solicit and incorporate stakeholder feedback into ESG strategies, ensuring programs resonate with internal and external audiences and deliver tangible impact.
- Identify and train Sustainability Champions within each entity to support in the various activities.
- Integrate ESG principles into employee engagement activities (e.g., green challenges, waste reduction drives), enhancing workforce buy-in and cultural transformation.

## **Innovation, Advocacy & Sustainable Impact**

- Propose sustainability initiatives to positively enhance JHL's governance environmental and social footprint.
- Conduct strategic market research to anticipate local and international ESG trends, advancements and regulatory shifts.
- Champion a sustainability mindset within Jubilee Insurance, inspiring entities to adopt practices that balance profitability with planetary and societal well-being.

## **Key Competencies.**

- Proactivity: self-starter with the foresight to anticipate challenges and the initiative to drive solutions independently.
- Interpersonal Skills: Superior people skills to foster collaboration, resolve conflicts, and build capacity across diverse teams.
- Integrity: Unwavering commitment to ethics and integrity, with the ability to impartially document and address non-compliance.
- Strategic Adaptability: Nimbleness in navigating evolving ESG regulations, market dynamics, and organizational priorities.
- Passion for Sustainability: A deep-seated drive to advance environmental and social outcomes, underpinned by a strategic, results-oriented mindset.

## **Key Deliverables**

- Support in development of an operational ESG framework for the region.
- Implementation and operationalization of the approved framework across entities within agreed timelines.
- Data collection across the region.
- 100% compliance with all regulatory compliance/reporting requirements.
- Development of accurate regional reports as may be required for all stakeholders.
- Training and awareness of all staff across the region.

## **Qualifications**

- Bachelor's degree in Sustainability, Environmental Science, Humanities, Business Administration, or a related field from a recognized institution.
- Master's degree in Sustainability, ESG Management, or a cognate discipline (highly desirable).
- Professional certifications in sustainability (e.g., GRI Certified, SASB, TCFD) or impact assessment (e.g., CFA ESG Investing) as a distinct advantage.
- In exceptional cases, extensive, demonstrable experience in sustainability and community development impact assessment may substitute for formal academic credentials.

## **Relevant Experience**

- Minimum of 2–3 years in a sustainability or ESG-focused role, with a strong preference for experience in Kenya's financial sector.
- Demonstrated expertise with GRI or equivalent international ESG reporting standards, ideally within a listed company context.
- Proven success in coordinating cross-functional teams or leading ESG-related projects (a significant advantage).
- Exposure to supply chain sustainability, risk management, or stakeholder engagement in a multi-entity environment is highly valued.

**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 21<sup>st</sup> March 2025.**

**Only shortlisted candidates will be contacted.**