



**Job Ref. No. JAML049**

**Position: Training and Recruitment 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](https://jubileeinsurance.com/ke/asset-management/), [Unit Trusts](https://jubileeinsurance.com/ke/asset-management/), 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 a **Training and Recruitment Manager** within Jubilee Asset Management Limited. The position holder will report to the **General Manager - Business Development** and will be based in **Nairobi**.

### **Role Purpose**

The **Training and Recruitment Manager** is responsible for designing, executing, and managing strategic talent acquisition and capability development initiatives to support the growth and performance of the Retail Distribution channels. This role focuses on recruiting top-performing relationship managers, institutional sales professionals, and business development talent, delivering bespoke induction programs, implementing continuous learning strategies, and fostering a high-performance culture aligned with Jubilee's client-centric approach. The role will contribute directly to strengthening salesforce effectiveness, improving client engagement quality, and positioning Jubilee as a leader in wealth and institutional management solutions. This position reports to the **General Manager - Business Development** and works closely with the Retail Distribution, Human Resources, and Jubilee Asset Management leadership teams.

### **Key Responsibilities:**

#### **Strategic and Business Development Functions:**

##### **1. Talent Acquisition and Recruitment**

- Develop and implement a strategic recruitment framework targeting high-performing sales and relationship management professionals for the Retail Distribution segments.
- Lead the end-to-end recruitment process: sourcing, screening, interviewing, and onboarding of talent aligned with Jubilee's brand values.
- Build and sustain partnerships with universities, professional bodies, and recruitment agencies specializing in finance, wealth management, and institutional sales.
- Design and oversee a structured **Graduate and Early Career Program** to build a long-term talent pipeline for relationship management and institutional business roles.

## 2. Training and Development

- Conduct detailed training needs assessments to identify competency gaps across Retail Distribution teams.
- Design and deliver specialized training programs focused on wealth management, investment products, portfolio management, client relationship excellence, regulatory compliance, and ethical sales practices.
- Collaborate with Jubilee Asset Management teams to incorporate training on advanced financial products including structured investments, offshore solutions, and alternative assets.
- Develop certification pathways and CPD (Continuous Professional Development) programs for staff.

## 3. Performance Management and Capability Building

- Define clear KPIs for relationship managers and distribution teams post-training, monitor performance improvements, and adjust learning plans accordingly.
- Support managers and team leaders in embedding a strong coaching and mentoring culture to sustain high performance and professional growth.
- Align all learning and capability initiatives with broader sales, client satisfaction, and revenue growth objectives.

## 4. Onboarding and Induction

- Create and manage a bespoke onboarding experience for new hires, emphasizing Jubilee's client-centric culture, service excellence, and product mastery.
- Ensure comprehensive training on Jubilee Insurance and JAML's suite of insurance and asset management products and solutions.

## 5. Organizational Development and Engagement

- Lead employee engagement initiatives for Retail Distribution teams to boost retention, motivation, and career development.
- Support leadership development initiatives to build the next generation of HNWI relationship managers and institutional business leaders.
- Drive succession planning efforts by identifying and grooming high-potential internal talent.

## 6. Compliance and Governance

- Ensure all training and recruitment processes comply with relevant regulatory frameworks (IRA, CMA) and internal audit standards.
- Maintain accurate and comprehensive documentation for all recruitment and training activities to meet audit, reporting, and quality assurance requirements.

### Key Competencies:

- **Talent Acquisition Expertise:** Strong ability to design, implement, and manage end-to-end recruitment strategies, with a focus on sourcing high-performing sales and business development professionals.
- **Learning and Development Mastery:** Proven capability in designing, delivering, and evaluating training programs that enhance employee skills, performance, and engagement.
- **Salesforce Development:** Experience in building sales effectiveness programs that directly impact revenue growth and customer satisfaction.

- **HNWI and Institutional Business Knowledge:** Strong understanding of wealth management, institutional sales strategies, investment products, and financial advisory standards.
- **Knowledge of Financial Services Sector:** Deep understanding of insurance, investment, and asset management products, services, and regulatory frameworks.
- **Strategic Thinking and Execution:** Ability to develop talent strategies that align with business goals, support expansion, and drive sustainable growth.
- **Performance Management:** Skilled in developing KPIs, tracking employee progress, and implementing coaching interventions to maximize productivity.
- **Stakeholder Engagement:** Proven ability to collaborate effectively with cross-functional teams, leadership, and external partners to achieve training and recruitment objectives.
- **Communication and Presentation Skills:** Excellent written and verbal communication skills, with the ability to create and deliver impactful presentations to diverse audiences.
- **Ethical and Professional Conduct:** High standards of integrity, confidentiality, and professionalism in all talent management and business operations.

#### **Education Requirements:**

- Bachelor's Degree in Human Resources, Business Administration, Finance, Organizational Development, Education, or a related field.
- Master's Degree (MBA, MHRM, MSc in Finance or Organizational Leadership) is an added advantage.
- Professional certification in HR (CHRP, SHRM, CIPD) or in Training and Development (ATD, CPTM) is desirable

#### **Relevant Experience:**

- 6-8 years of experience in **talent acquisition, training, and development**, preferably within the insurance, financial services, or retail distribution sectors.
- Strong track record of recruiting and developing high-performing relationship managers and institutional sales teams.
- Proven track record of **recruiting, onboarding, and developing high-performing sales and distribution teams**.
- Experience in **designing, implementing, and evaluating** sales training programs that directly contribute to business growth and improved sales performance.
- Strong skills in **stakeholder management, workforce planning, and building partnerships** with educational institutions and professional networks.
- Familiarity with **regulatory and compliance** frameworks governing the insurance and financial services industries.

**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  
13<sup>th</sup> May 2025.**

**Only shortlisted candidates will be contacted.**