



Job Ref. No: JHIL195

Position: Business Development Officer, Corporate

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 **Business Development Officer, Corporate** within Jubilee Health Insurance Limited. The position holder will report to the **Business Development Manager, Corporate Business** and will be based at the Coast Region, Kenya.

Role Purpose

The job holder will be responsible for driving sustainable business growth through the acquisition of new corporate clients and expansion of existing portfolios in the medical insurance segment. The Business Development Officer will identify opportunities, develop tailored insurance solutions, and build lasting relationships with clients, brokers, and intermediaries to achieve sales targets and enhance the company's market presence.

Key Responsibilities

1. New Business Acquisition

- a. Identify and target new corporate clients in key market segments through prospecting, networking, referrals, and lead generation activities.
- b. Conduct needs assessments and design tailored medical insurance solutions that align with client requirements and organizational capabilities.
- c. Prepare compelling proposals, quotations, and tender submissions in collaboration with the underwriting, actuarial, and Marketing teams.
- d. Drive conversion of qualified leads to closed deals, ensuring that monthly, quarterly, and annual new business premium (GWP) targets are met.
- e. Coordinate and deliver client presentations, pitches, and product demonstrations to key decision-makers and procurement committees.
- f. Negotiate terms and finalize contracts in liaison with internal stakeholders and the Legal & Compliance functions.



2. Market Development & Intelligence

- a. Research and identify new sectors, industries, and regions with potential for medical insurance growth.
- b. Monitor competitor activities, product features, and pricing strategies to support the company's market positioning.
- c. Provide regular insights and recommendations to the Business Development Manager and GM Corporate New Business on emerging market opportunities and trends.
- d. Support strategic sales campaigns and sector-specific initiatives to penetrate under-served markets or product niches.

3. Client Engagement

- a. Maintain professional communication with prospective clients throughout the acquisition journey to enhance trust and confidence.
- b. Coordinate pre-onboarding documentation and ensure accurate capture of client requirements for smooth policy setup.
- c. Work closely with the other departments within Jubilee Health Insurance to ensure successful implementation of new schemes.
- d. Handover newly signed clients to the retention or account management team with complete documentation and background notes to ensure service continuity.

4. Relationship & Stakeholder Management

- a. Build and maintain strong working relationships with intermediaries such as brokers, consultants, and corporate HR/Finance leads involved in the procurement of medical insurance.
- b. Collaborate cross-functionally with internal teams to align on proposal quality and delivery timelines.
- c. Participate in networking events, industry forums, and corporate wellness activations to strengthen brand visibility and relationship networks.
- d. Represent the company professionally in all client interactions and uphold the brand's reputation for excellence and integrity.

5. Reporting, Compliance & Documentation

- a. Maintain an accurate and updated sales pipeline.
- b. Submit weekly, monthly, and quarterly reports detailing business leads, proposals submitted, conversions, and lost opportunities with reasons.
- c. Ensure adherence to all internal controls, regulatory standards (IRA requirements), and company policies governing sales and client interactions.
- d. Maintain confidentiality and compliance with data protection, anti-bribery, and AML regulations.

Key Skills and Competencies

- 1. Business Acumen



2. Adaptability and Resilience
3. Problem Solving
4. Communication and Influencing
5. Relationship Building
6. Results Orientation

Academic Qualifications

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

Relevant Experience

The ideal person should be well-versed with the Coast region, with a minimum of four (4) years' experience in a similar role, a proven track record of successfully securing new medical insurance or corporate group business, and demonstrated expertise in responding to RFPs, negotiating contracts, and effectively managing diverse stakeholder relationships

If you are qualified and seeking an exciting new challenge, please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and Position by 21st October 2025
Only shortlisted candidates will be contacted.