



Job Ref. No: JHIL202

Position: Procurement Officer

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 **Procurement Officer** within Jubilee Health Insurance Limited. The position holder will report to the **Senior Manager-Procurement** and will be based at our Head Office in Nairobi.

Role Purpose

The role holder is responsible for overseeing and managing the procurement process within the health insurance company, ensuring the acquisition of goods and services is conducted efficiently, cost-effectively, and in compliance with internal policies and regulatory requirements. This role plays a critical part in supporting the company's operations and optimizing procurement activities, under the guidance of the Senior Manager – Procurement.

Main Responsibilities

Strategy

1. **Procurement Strategy:** Participate in the preparation of the annual procurement plan. Ensure the procurement strategy is aligned with the company's objectives, including defining sourcing approaches, supplier selection criteria, and cost-saving initiatives.
2. **Process Improvement:** Continuously assess and improve procurement processes to enhance efficiency, accuracy, and overall customer experience. Identify opportunities for automation, digitization, and streamlining of premium administration activities.
3. **Operational Excellence:** Drive operational excellence within procurement processes by setting clear goals and performance metrics, monitoring performance, and implementing improvement initiatives to achieve service level agreements and operational targets.
4. **Technology and Systems:** Collaborate with IT and operations teams to assess, select, and implement appropriate technology solutions for procurement. Leverage digital tools, procurement systems, and workflow automation to optimize processes and enhance productivity.

Operational

1. **Supplier Management:** Identify, evaluate, and select suppliers based on quality, pricing, delivery, and other relevant criteria. Maintain strong relationships with key suppliers, monitor their performance, and address any issues or concerns.
2. **Contract Negotiation:** Negotiate and finalize contracts with suppliers, ensuring favorable terms and conditions that mitigate risks, protect the company's interests, and comply with regulatory requirements.
3. **Purchase Requisition Processing:** Review and approve purchase requisitions, ensuring accuracy, adherence to budgetary guidelines, and compliance with procurement policies and procedures.



4. Purchase Order Management: Generate and manage purchase orders, track deliveries, resolve discrepancies, and ensure timely receipt of goods and services.
5. Cost Control: Monitor and control procurement costs, identify opportunities for cost savings, and implement strategies to optimize procurement spend.
6. Compliance and Risk Management: Ensure compliance with internal policies, legal requirements, and ethical standards in all procurement activities. Conduct risk assessments and implement appropriate measures to mitigate procurement-related risks.
7. Supplier Performance Evaluation: Establish key performance indicators (KPIs) and conduct regular supplier performance evaluations to drive continuous improvement and maintain a high level of supplier performance.
8. Process Improvement: Continuously review and enhance procurement processes, systems, and procedures to increase efficiency, streamline workflows, and improve overall procurement operations.
9. Reporting and Analysis: Prepare and present reports on procurement activities, including spend analysis, cost savings, supplier performance, and compliance metrics.
10. Preparation and/or endorsement of the tender strategy proposal, bids opening, bids evaluation, asset disposal, and order award proposals, including communication of results from bids and undertaking negotiations where required.
11. Organize travel logistics as per the company travel policy.
12. Manage the coordination of the disposal of obsolete goods.

Leadership & Culture

1. Cultural Development: Foster a culture of empathy, excellence, and ethical conduct within the care navigation section.
2. Quality Improvement: Drive continuous improvement initiatives to enhance the effectiveness of care navigation services and improve client outcomes.

Corporate Governance

1. Compliance: Stay updated with insurance regulations and best practices to ensure compliance with industry standards.
2. Adherence to the laws and regulations of Kenya, the policies and regulations within the insurance 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.

Key Skills and Competencies

1. Ability to develop and execute procurement strategies aligned with business goals.
2. Proficiency in negotiating contracts, terms, and pricing with suppliers.
3. Strong relationship-building and communication skills to foster productive partnerships with suppliers.
4. Capacity to analyze data, identify trends, and make data-driven decisions to optimize procurement activities.
5. Thoroughness in reviewing contracts, purchase orders, and other procurement-related documents to ensure accuracy and compliance.
6. Ability to identify and address procurement-related challenges and find effective solutions.
7. Understanding of financial principles and cost analysis to control procurement spend and identify cost-saving opportunities.
8. Excellent interpersonal skills to collaborate with internal stakeholders across various departments and levels.
9. Ability to develop and implement procurement strategies aligned with the company's goals and objectives.
10. Proficiency in identifying and onboarding reliable suppliers, negotiating favorable terms, and maintaining strong supplier relationships.



11. Skill in preparing and reviewing procurement contracts, ensuring compliance with legal requirements and safeguarding the company's interests.
12. Expertise in sourcing and evaluating potential vendors for various goods and services, considering factors like price, quality, and delivery timelines.
13. Capability to collaborate with finance and budgeting teams to manage procurement budgets and track expenses effectively.
14. Knowledge of identifying and assessing procurement risks and implementing risk mitigation strategies to ensure a stable supply chain.
15. Understanding of collaborating with relevant departments to ensure the procurement of high-quality goods and services that meet company standards.

Academic & Professional Qualifications

1. Bachelor's degree in Supply Chain Management, Finance, Business Administration or any other related field.
2. IT proficiency (especially excellent command in MS Word, Excel, PowerPoint and Outlook)
3. Professional certifications in Procurement (e.g., CIPS, CPSM) would be an added advantage.

Relevant Experience

1. Minimum of 5-7 years of experience in procurement or supply chain management.
2. Proven experience in developing and implementing procurement strategies to achieve cost savings and supply chain efficiency.
3. Strong track record of successful vendor management, negotiation, and contract management.
4. Experience in evaluating and selecting vendors based on quality, price, and delivery considerations.
5. Proficiency in managing procurement budgets and tracking expenses.
6. Demonstrated ability to identify and mitigate procurement risks.
7. Previous experience in working with cross-functional teams and stakeholders to ensure compliance and high-quality procurement processes.
8. Familiarity with market research and industry trends to make informed procurement decisions.

If you are qualified and seeking an exciting new challenge, please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and Position by 12th November 2025
Only shortlisted candidates will be contacted.