



Job Ref. No: JLIL 353

Position: Business Development Officer - Pensions

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, General 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.

We currently have an exciting career opportunity for a **Business Development Officer - Pensions** within **Jubilee Life Insurance Limited**. The position holder will report to the **Manager- Business Development** and will be based in **Mombasa region**.

Role Purpose

The role holder is responsible for driving business growth initiatives, identifying new opportunities, and fostering client relationships within the Pension business. The role aims to increase market share in Corporate Pensions, Personal Pension Plans, Annuities and Income Draw Downs. This role focuses on expanding the organization's market presence, increasing revenue, and achieving business development targets in full compliance with the laid down procedures and guidelines.

Main Responsibilities

1. Operational

- **Marketing & Branding:** Conduct market research to identify potential clients, market trends, and competitive landscape. Promote the Jubilee Life brand to ensure it is top of mind to intermediaries.
- **Client Acquisition and Relationship Management:** Identify and engage potential clients within the pensions sector. Build and maintain strong relationships with key clients, understanding their needs and providing tailored solutions.
- **Business Growth and Revenue Generation:** Develop and implement strategies to achieve business development targets and revenue growth. Identify cross-selling and upselling opportunities within existing client portfolios.
- **Relationship Management with Intermediaries and Partners:** Develop and maintain relationships with intermediaries, brokers, and strategic partners.
- **Proposal Development and Contract Negotiation:** Prepare and present compelling proposals and business cases to potential clients. Negotiate terms and conditions, pricing, and contractual agreements to secure new business.

2. Corporate Governance

- Adhere to regulatory requirements and internal policies, ensuring compliance in all aspects.
- Implement and uphold robust data protection and privacy practices, safeguarding customer information and ensuring confidentiality.
- Participate in audits and internal control assessments, addressing any identified gaps or issues promptly.
- **Compliance:** Stay updated with insurance regulations and underwriting best practices to ensure compliance with industry standards
- Adherence to the laws and regulations of Kenya, the policies and regulations within the insurance industry and all internal company policies and procedures.

3. People & Culture

- Cross-Functional Collaboration. Actively participate in cross-functional project teams to drive collaboration, innovation, and accountability across departments and the Group.
- Employee Collaboration Index. Participate in a minimum of 2 company projects per year with an 80% success rate and engage in at least 1 Group-wide project per year.
- Cultural Alignment Index (CAI). Attain the Company's CAI target score by embedding Jubilee's values (e.g., innovation, teamwork, excellence) into project execution and team dynamics.
- Conflict Resolution. Address interpersonal or project-related conflicts constructively, maintaining team morale and focus on shared goals.
- Resource Advocacy. Communicate needs (e.g., tools, training, support) to supervisors to ensure personal and team success.

Key Competencies

1. Strong networking and relationship-building skills.
2. Market research and analysis.
3. Client acquisition and account management.
4. Excellent communication and presentation skills.
5. Results-oriented with a focus on achieving targets.

Academic Background & Relevant Qualifications

1. Bachelor's degree in Insurance, Finance, Business, Marketing or any other related course
2. LOMA/CII/IIK Qualification will be an added advantage.
3. Minimum 2-3 years' experience in a similar role

**If you are qualified and seeking an exciting new challenge, please apply via
Recruitment@jubileekenya.com
 quoting the Job Reference Number and Position by 23rd November 2025.
 Only shortlisted candidates will be contacted.**