



Job Ref. No: JAML071

Position: Compliance and Data Protection Officer

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 450,000 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.

Jubilee Asset Management Limited (JAML) is a wholly owned subsidiary of Jubilee Holdings Limited, with a focus on providing fund management and investment advisory products and services to retail and institutional clients. JAML is licensed as a Fund Manager and regulated by the Capital Markets Authority (CMA) and the Retirement Benefits Authority (RBA).

We currently have an exciting career opportunity for **Compliance and Data Protection Officer** within **Jubilee Asset Management Limited**. The role holder will report to the **Assistant Manager -Risk and Compliance** and will be based at our Head Office in Nairobi.

Role Purpose:

The **Compliance & Data Protection Officer** will ensure Jubilee Asset Management Limited complies with the Capital Markets Act, Kenya Data Protection Act, AML/CFT/CPF laws, and other applicable regulatory requirements. The role holder will lead the implementation of a robust Compliance and Data Protection Framework, drive a strong culture of governance and ethics, monitor regulatory adherence, mitigate compliance risks, and serve as the primary liaison with relevant regulators and data protection authorities.

Main Responsibilities:

1. Strategy

- Develop, implement, and maintain compliance and data protection policies, procedures, and controls to meet regulatory obligations and minimize compliance risks.
- Conduct horizon scanning to identify emerging compliance and data privacy risks and recommend appropriate mitigation measures.
- Keep abreast of regulatory developments in the asset management sector and advise senior management on their impact on business operations.
- Conduct Data Privacy Impact Assessments (DPIAs) for new products, services, systems, or processes involving personal data.
- Develop and enforce data retention policies to ensure alignment with legal and regulatory requirements.
- Support executive and senior leadership in communicating compliance strategies and aligning them with organizational objectives.
- Collaborate with internal stakeholders to drive continuous improvement initiatives, leveraging process optimization and technology.

2. Operational

- Establish and implement the Data Protection governance and regulatory framework, including all required statements, notices, and policies.
- Guide departments and support functions on compliance with the Data Protection Act 2019 and company-wide risk and compliance requirements.
- Provide regular training to internal staff and third parties involved in data collection or processing; conduct specialised training where required.
- Conduct compliance and data protection audits to ensure adherence and proactively address gaps.
- Create and maintain an up-to-date register of all data processing activities, ensuring transparency and accessibility when required.
- Provide advice and guidance on the interpretation and application of the Data Protection Act and any other related laws.
- Handle internal and external queries or complaints relating to data confidentiality, breaches, or misuse.
- Provide management with monthly updates on compliance and data protection matters and escalate urgent breaches immediately.

- Develop and implement data protection policies, guidelines, and operational processes in collaboration with business and support functions.
- Support the creation of data protection knowledge repositories and awareness materials for staff and partners.
- Build and maintain effective working relationships with data controllers and processors while promoting the benefits of compliance.
- Support development of privacy statements, consent mechanisms, and disclosures for digital platforms, forms, websites, and communication channels.
- Prepare and submit an annual Data Protection work plan and implement it upon approval.
- Network with other Data Protection Officers, track industry trends, and recommend improvements to JAML's compliance posture.

3. People Leadership and Culture

- Promote a culture of ethics, compliance, and responsible data management across the organization.
- Collaborate with cross-functional teams to drive initiatives that strengthen compliance awareness and improve company culture.
- Provide transformational leadership to ensure alignment with stakeholder expectations.
- Set performance objectives, monitor progress, and ensure timely execution of compliance-related activities.
- Facilitate regular knowledge-sharing sessions, workshops, and team capability development.

4. Risk Management, Compliance, and Corporate Governance

- Provide regular reports on exceptions, trends, breaches, and corrective actions to EXCO, MRCC, and the Board.
- Conduct weekly reviews of regulatory ratios and compliance metrics, recommending timely remedial actions.
- Monitor daily customer and transaction activities for suspicious indicators and escalate appropriately.
- Implement the annual compliance work plan, including reviews, regulatory submissions, and staff training.
- Review and update Compliance, AML/CFT/CPF, and advise on Customer Acceptance policies to reflect regulatory changes.
- Oversee the implementation of audit and regulatory inspection recommendations.
- Maintain and share best practices on AML/CFT/CPF and KYC compliance.
- Support staff in understanding and applying AML/CFT/ CPF and Data Protection laws, ensuring timely updates on new legislation.
- Maintain updated compliance and data protection resources on the company intranet.
- Ensure accurate capture, safeguarding, and processing of customer data in line with regulatory standards.
- Ensure adherence to all statutory and regulatory requirements applicable to asset management and data protection.
- Conduct periodic compliance assessments to identify vulnerabilities and recommend appropriate mitigation measures.
- Develop and implement effective internal controls to manage regulatory, financial, operational, and data-related risks.
- Promote adherence to company policies, ethical standards, and governance frameworks.

Key Competencies:

- Strong knowledge of asset management regulations, CMA guidelines, and financial services compliance.
- Deep understanding of AML/CFT/CPF, KYC requirements, and Data Protection principles.
- Excellent analytical, investigative, and problem-solving skills.
- Strong communication skills with the ability to educate, advise, and influence diverse stakeholders.
- Highly collaborative with strong interpersonal skills.
- Exceptional attention to detail and organizational capability.
- Ability to anticipate regulatory trends and adapt proactively.
- Strong leadership and influencing ability to promote compliance initiatives.

Academic Background & Relevant Qualifications:

1. Bachelor's Degree in Law, Business, Finance, Compliance, or related field (LLB preferred).
2. Para-Legal Diploma from the Kenya School of Law (added advantage).
3. Professional Data Privacy Certifications (IAPP – CIPP, CIPP/IT) highly desirable.
4. Additional compliance or AML certifications will be an added advantage.
5. Minimum of **2 years'** experience working in a compliance/audits environment, coupled with proven experience in Regulatory Compliance, AML, compliance assurance and reporting within the financial services industry

If you are qualified and seeking an exciting new challenge, please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and Position by Tuesday, 23rd December 2025.