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**Job Ref. No.**            **JLIL374**

**Position:**                **Internal Audit Intern**

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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. 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](http://www.JubileeInsurance.com).

We currently have an exciting career opportunity for a **Intern** within **Jubilee Life Insurance Limited**. The position holder will report to the **Group Head- Internal Audit** and will be based at our Main Office.

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### **Role Purpose**

The role holder plays a vital role in supporting the Internal Audit function. The primary purpose of this role is to assist the internal audit team in conducting audits, evaluating internal controls, and ensuring compliance with policies and regulations. The role holder provides valuable assistance in gathering data, conducting testing, and preparing audit working papers.

### **Main Responsibilities**

1. Assist in planning and executing audit engagements under the guidance of senior auditors.
2. Participate in risk assessments and scoping exercises for assigned audits.
3. Gather and compile data relevant to the audit, including financial records, policies, and procedures.
4. Perform preliminary analysis of data to identify trends or potential issues.
5. Conduct audit tests as directed by senior auditors to evaluate the effectiveness of internal controls and compliance.
6. Prepare workpapers and documentation that support audit findings.
7. Review processes and transactions to ensure compliance with applicable laws, regulations, and internal policies.

8. Assist in identifying areas for process improvement and operational efficiency enhancements.
9. Collaborate with the audit team to identify potential signs of fraud and support fraud detection efforts.
10. Contribute to the preparation of clear and concise audit reports that outline findings and recommendations.

### **Key Competencies**

1. A keen eye for detail to accurately analyse data and identify discrepancies or irregularities.
2. Effective verbal and written communication skills to report findings and interact with team members.
3. The ability to analyze information and draw meaningful conclusions to support audit objectives.
4. Flexibility in handling changing priorities and diverse audit assignments.
5. Efficiently manage time and tasks to meet audit deadlines and requirements.

### **Academic Qualifications and Relevant Experience**

- Bachelor's degree in Information Technology, Computer Science, Business Information Systems, or a related field.
- Familiarity with Microsoft Dynamics 365 or similar platforms is desirable.

**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 28<sup>th</sup> January 2026.**

**Only shortlisted candidates will be contacted.**