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**Job Ref. No.**        **JLIL377**

**Position:**        **Legal 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 **Legal Intern** within **Jubilee Life Insurance Limited**. The position holder will report to the **Senior Legal Officer** and will be based at our Main Office.

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### **Role Purpose**

As a Legal Intern at Jubilee Insurance, you will play a pivotal role in supporting our legal functions within a leading East African insurance group. You will collaborate closely with experienced in-house counsel to conduct in-depth legal research on insurance, asset management, corporate governance, and emerging legal issues all while maintaining strict confidentiality and professionalism. This hands-on internship offers you an excellent opportunity to gain practical exposure to insurance law and asset management, enhance your drafting and analytical skills, and contribute to the legal resilience of a dynamic, regionally influential organization.

### **Main Responsibilities**

1. Assist in drafting and reviewing legal documents, including contracts and non-disclosure agreements.
2. Conduct comprehensive legal research on insurance, asset management, corporate, commercial, and regulatory matters.
3. Provide legal support on tenancy and property-related issues.
4. Support the administration and management of court cases in coordination with external counsel, including monitoring progress to ensure timely resolution of disputes.

5. Assist in the preparation and filing of statutory returns with the relevant registries.
6. Perform general administrative and operational tasks within the Legal Department as required.

### **Key Competencies**

1. **Analytical Thinking:** Ability to interpret complex legal information and provide clear, actionable insights.
2. **Attention to Detail:** Ensures accuracy in legal documents, compliance trackers, and governance records.
3. **Communication Skills:** Strong written and verbal skills for drafting legal documents and interacting with internal teams.
4. **Integrity and Confidentiality:** Maintains high ethical standards and discretion when handling sensitive information.
5. **Time Management:** Effectively prioritizes tasks and meets deadlines in a fast-paced environment.
6. **Collaboration:** Works well with cross-functional teams to achieve shared objectives.

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

1. Must have graduated with a Bachelor of Laws (LL. B) degree from a recognized institution.
2. Strong academic foundation with coursework in corporate law, insurance law, compliance, and governance preferred.
3. Demonstrated understanding of legal research methods, statutory interpretation, and contract law.

**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 2<sup>nd</sup> February 2026.**

**Only shortlisted candidates will be contacted.**