



Job Ref. No: JLIL 381

Position: Business Development 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 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** within **Jubilee Life Insurance Limited**. The position holder will report to the **Manager- Business Development** and will be based at our Head Office in Nairobi.

Role Purpose

To support the growth of Jubilee Life's Group Life and Credit Life portfolio by managing the end-to-end process of quotations, tenders and bid submissions. The role ensures the timely preparation of accurate, compliant, and competitive proposals while supporting relationship management, renewals, and intermediary engagement to drive sustainable business growth.

Main Responsibilities

1. Quotations & Pricing Management

- Receive, review and prepare Group Life and Credit Life quotations in line with underwriting guidelines and company policies.
- Liaise with Underwriting, Actuarial and Sales teams to ensure accuracy, competitiveness and risk alignment.
- Track and monitor all quotation requests to ensure timely turnaround and proactive client/intermediary follow-up.
- Maintain a comprehensive database of quotations and pricing outcomes.

2. Tenders & Bid Management

- Manage the full tendering life cycle, including sourcing, document evaluation, bid preparation, pricing coordination, and submission via EGP and other platforms.
- Coordinate with internal stakeholders (Underwriting, Claims, Actuarial, Legal, Finance, and Compliance) to gather required inputs.
- Ensure full compliance with tender specifications, regulatory requirements, and documentation standards.
- Support bid evaluations and post-submission clarifications where required.

3. Business Development & Relationship Support

- Provide technical product support, pricing insights, and customized documentation to Relationship Managers and Sales teams.
- Support renewal business through tracking, monitoring, and proactive follow-up with clients and intermediaries.
- Assist in onboarding new business by preparing scheme files and documentation for underwriting review.
- Conduct market and competitor analysis to support pricing and positioning strategies.
- Support negotiations with reinsurers on risk placement.

4. Intermediary & Commissions Management

- Process intermediary commission payments in line with approved schemes and timelines.
- Prepare and submit quarterly intermediary reports.
- Support the organization of quarterly service review meetings with intermediaries.

5. Reporting, Compliance & Administration

- Prepare weekly, monthly, and quarterly reports on quotation conversions, tender performance, renewals, and pipeline status.
- Maintain accurate and up-to-date records of all quotations, tenders, contracts, and submissions.
- Ensure compliance with internal controls, audit requirements, and regulatory standards.
- Undertake any other duties as assigned in support of departmental objectives.

Key Competencies

- Analytical & Numerical Ability. Strong ability to interpret data, pricing structures, and risk-related information accurately.
- Attention to Detail. High level of accuracy in quotations, tenders, and documentation.
- Commercial Acumen. Understanding of insurance market dynamics, pricing competitiveness, and business growth drivers.
- Communication Skills. Clear and professional written and verbal communication, especially in proposal preparation and stakeholder engagement.
- Stakeholder Management. Ability to coordinate effectively with internal teams, intermediaries, and clients.
- Negotiation Skills. Capability to support pricing discussions and reinsurance negotiations.
- Planning & organizing. Effective management of multiple tenders, renewals, and deadlines simultaneously.
- Customer Focus. Commitment to service excellence and responsiveness.
- Integrity & Compliance Awareness. Adherence to regulatory standards and internal controls.
- Results Orientation. Driven to achieve quotation turnaround targets and conversion outcomes.

Academic Background & Relevant Qualifications

- Bachelor's degree in marketing, Commerce, Statistics, Business Administration, or a related field.
- Diploma in Insurance, CII, LOMA, or equivalent professional qualification will be an added advantage.
- Minimum of three (3) years' experience in insurance, business development, underwriting support or tender management.
- Experience in Group Life and/or Credit Life insurance is an added advantage.

**If you are qualified and seeking an exciting new challenge, please apply via
Recruitment@jubileekenya.com
 quoting the Job Reference Number and Position by 25th February 2026.
 Only shortlisted candidates will be contacted.**