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**Job Ref. No.**      **JLIL383**

**Position:**            **Data Governance 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 **Data Governance Intern** within **Jubilee Life Insurance Limited**. The position holder will report to the **Head of Data Governance** and will be based at our Main Office.

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### **Role Purpose**

The role holder will be responsible for assessing, monitoring, and improving data quality standards and processes to support informed decision-making, regulatory compliance, and operational efficiency. He/She will ensure the accuracy, completeness, and integrity of data assets.

### **Main Responsibilities**

#### **Operational**

1. **Data Cataloguing:** Support the registration and maintenance of datasets, reports and metadata in the enterprise data catalogue, including business definitions, data owners and high-level data lineage
2. **Data Quality Assessment:** Support audits and assessments of data quality across various systems and sources, identifying inconsistencies, errors, and gaps in data integrity.
3. **Root Cause Analysis:** Investigate data quality issues to determine underlying causes, collaborating with relevant stakeholders to implement corrective actions and preventive measures.
4. **Data Cleansing:** Engage stakeholders in addressing data quality issues, ensuring the accuracy and completeness of data records.
5. **Documentation and Reporting:** Maintain documentation of data quality rules, processes, and remediation efforts, preparing regular reports and presentations to communicate findings and recommendations to stakeholders.
6. **AI Risk/Compliance:** Maintain records of key AI risks (such as fairness, privacy, bias and misuse), the mitigating controls in place, and evidence of compliance with the organization's AI governance requirements.
7. **AI and Data Governance Policy:** Support the review, updating and version control of AI and data governance policies, standards and procedures, ensuring alignment with regulatory requirements, business practices and approved governance controls

#### **Corporate Governance**

1. Ensure adherence to the laws and regulations of Kenya and all internal company policies and procedures.
2. Ensuring compliance with applicable statutory and regulatory requirements and establishing mitigation measures against emerging business risks.

#### **Culture**

1. Fostering a corporate culture that promotes ethical practices and good corporate citizenship while maintaining a conducive work environment.
2. Collaborate with cross-functional teams to develop initiatives that promote a positive and inclusive company culture.
3. Individualized Development Planning: Create personalized development plans that align with your career aspirations and the organization's objectives.

#### **Key Competencies**

1. **Analytical Thinking:** Ability to analyze complex data sets and identify patterns, trends, and anomalies.
2. **Problem-Solving:** Proficiency in identifying root causes of data quality issues and developing effective solutions.
3. **Attention to Detail:** Thoroughness in ensuring data accuracy, completeness, and consistency.
4. **Communication Skills:** Clear and effective communication of findings, recommendations, and status updates to stakeholders.
5. **Collaboration:** Ability to work collaboratively with cross-functional teams to address data quality challenges and implement improvements.
6. **Adaptability:** Flexibility to adapt to changing data quality requirements, priorities, and business needs.
7. **Time Management:** Prioritization and organization of tasks to meet deadlines and deliverables.

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

1. Bachelor's degree in computer science, Information Systems, Statistics, or a related field.

**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 25<sup>th</sup> February 2026.**

**Only shortlisted candidates will be contacted.**