



Job Ref. No: JLIL 393

Position: Assistant Manager- Business Development, Pensions (Coastal Region)

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 an **Assistant Manager- Business Development** within **Jubilee Life Insurance Limited**. The position holder will report to the **Head of Employee Benefits & Retirement Solutions** and will be based in the **Coastal region**.

Role Purpose

The role holder is responsible for driving regional growth of the Pensions portfolio through strategic market development, acquisition of new schemes and effective management of intermediaries and corporate clients within the Coastal region. The role holder will be accountable for sustainable business growth while ensuring full compliance with pension regulatory frameworks and internal governance standards. The role holder will be required to have a strong technical knowledge of pension regulations and the ability to respond proactively to emerging regulatory changes and evolving industry dynamics.

Main Responsibilities

1. Strategy & Regional Market Development

- Develop and execute a regional business development strategy aligned to overall Corporate & Retail Pensions growth objectives.
- Conduct structured market mapping to identify priority sectors, employer segments, and institutional prospects.
- Analyze competitor activity, pricing trends and regulatory developments to inform strategic positioning.
- Provide market intelligence and performance insights to senior management to support business planning.
- Monitor emerging trends in pension reforms, tax treatment changes and regulatory directives impacting scheme design and contributions.

2. Revenue Growth & Portfolio Expansion

- Drive acquisition of new pension schemes across GPPP, Umbrella Schemes, Individual Pension Plans, Annuities and Income Draw Downs.
- Maintain a robust and measurable pipeline with defined conversion milestones.
- Lead proposal development, pricing discussions, negotiations and scheme structuring within approved underwriting parameters.
- Achieve agreed regional revenue, AUM growth and contribution targets.
- Identify cross-selling and additional voluntary contribution opportunities within existing schemes.
- Implement corrective measures where performance gaps are identified.

3. Client Acquisition, Retention & Relationship Management

- Build and sustain strong relationships with HR Directors, Finance Managers, Trustees and key corporate decision-makers.

- Conduct clients need assessments and recommend compliant and sustainable pension solutions.
- Coordinate onboarding processes to ensure smooth scheme registration and operational readiness.
- Conduct periodic scheme reviews and member education sessions to enhance participation and retention.
- Monitor persistency and proactively manage risks of scheme attrition.
- Resolve escalated client concerns in collaboration with internal stakeholders.

4. Intermediary & Strategic Partner Management

- Develop and manage productive relationships with brokers, agents, IFAs and bank partners.
- Provide structured training and technical updates on pension products and regulatory changes.
- Jointly develop sales initiatives and monitor intermediary performance.
- Ensure intermediaries operate within regulatory and compliance frameworks.
- Track strike rates, pipeline conversion and intermediary productivity.

5. Corporate Governance & Regulatory Compliance

- Ensure full adherence to the Retirement Benefits Act, IRA guidelines and internal policies.
- Maintain up-to-date knowledge of regulatory amendments, tax reforms, and industry circulars affecting pensions.
- Ensure proper documentation, due diligence, and suitability assessments for all new schemes.
- Uphold ethical selling practices and transparency in client engagements.
- Support internal audits and regulatory reviews as required.
- Safeguard client data in compliance with Data Protection requirements.

6. Jubilee Life Brand & Market Representation

- Act as a brand ambassador within the Region.
- Represent the organization at regional industry forums, employer engagements, and professional associations.
- Promote the organization's pension value proposition and competitive positioning.
- Maintain professional conduct that strengthens market confidence and brand equity.

7. Leadership & Regional Performance Oversight

- Provide guidance and performance oversight to Business Development Officers within the region (where applicable).
- Review sales pipelines, performance metrics, and regional forecasts.
- Prepare monthly performance and pipeline reports for senior management.
- Support capability development and succession planning within the team.
- Foster a high-performance culture anchored on accountability and compliance.

8. People & Culture

- Cross-Functional Collaboration: Actively participate in cross-functional project teams to drive collaboration, innovation, and accountability across departments and the Group.
- Employee Collaboration Index: Participate in a minimum of 2 company projects per year with an 80% success rate and engage in at least 1 Group-wide project per year.
- Skills and Competency Development Index: 100% compliance with your training plan annually to support personal and professional growth, ensuring alignment with career paths and future challenges.
- Cultural Alignment Index (CAI): Attain the Company's CAI target score by embedding Jubilee's values (e.g., innovation, teamwork, excellence) into project execution and team dynamics.
- Conflict Resolution: Address interpersonal or project-related conflicts constructively, maintaining team morale and focus on shared goals.
- Resource Advocacy: Communicate needs (e.g., tools, training, support) to supervisors to ensure personal and team success.

Key Competencies

- Business Development Acumen. Strong understanding of business development principles, strategies, and sales cycles within the Pensions sector. Proven track record in identifying, structuring, and converting new pension business opportunities while driving sustainable revenue and AUM growth.
- Technical & Regulatory Expertise (Pensions). In-depth knowledge of the Retirement Benefits Act, IRA guidelines, pension scheme governance structures, tax treatment of contributions and benefits, annuities, and income drawdown products. Demonstrated ability to interpret regulatory changes and align business acquisition strategies accordingly.

- **Strategic Thinking.** A strategic mindset with the ability to analyse market trends, competitor activities, regulatory reforms, and emerging pension industry dynamics to identify growth opportunities and mitigate risks.
- **Relationship Building.** Excellent interpersonal and stakeholder management skills with the ability to build and maintain strong relationships with corporate clients, trustees, intermediaries, and strategic partners.
- **Negotiation & Influencing Skills.** Strong ability to lead negotiations, influence decision-makers, and close high-value pension transactions within approved pricing and governance frameworks.
- **Financial & Analytical Capability.** Sound financial understanding of pension metrics including AUM growth, contribution trends, persistency ratios, strike rates, and profitability. Ability to analyse sales data and provide performance insights.
- **Leadership & Team Oversight.** Ability to guide, mentor, and oversee Business Development Officers, drive accountability against targets, and foster a high-performance and compliant sales culture.
- **Governance & Ethical Conduct.** Strong awareness of regulatory risk and commitment to ethical selling practices, suitability assessments, and full compliance with internal policies and pension regulations.
- **Communication & Presentation Skills.** Excellent verbal and written communication skills with the ability to articulate complex pension concepts clearly and deliver compelling presentations to corporate boards and senior stakeholders.
- **Results Orientation.** Highly driven and performance-focused with the ability to consistently achieve regional business targets while maintaining service excellence and governance standards.

Academic Background & Relevant Qualifications

- Bachelor's degree in insurance, Finance, Business, Marketing or related field.
- Diploma in Insurance.
- LOMA / CII / IIK qualification required or in progress.
- Master's degree will be an added advantage.
- Minimum 5–7 years' experience in business development within pensions or financial services, with at least 2 years in a supervisory or leadership capacity.
- Demonstrated experience in managing corporate pension schemes and intermediary channels.
- Strong technical understanding of the Retirement Benefits Act, IRA regulations, tax treatment of pension contributions and benefits and scheme governance structures.
- Experience interpreting regulatory circulars and implementing changes within business acquisition strategies.
- Proven ability to structure pension solutions in line with evolving regulatory and compliance requirements.
- Track record of achieving sales targets while maintaining governance and risk standards.

**If you are qualified and seeking an exciting new challenge, please apply via
Recruitment@jubileekenya.com
 quoting the Job Reference Number and Position by 11th March 2026.
 Only shortlisted candidates will be contacted.**