



Job Ref. No: JLIL 395

Position: Senior Officer-Projects

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 **Senior Officer-Projects** within **Jubilee Life Insurance Limited**. The role holder will report to the **Senior Projects and Strategy Manager** and will be based at our Head Office in Nairobi.

Role Purpose

The role holder will support the Senior Project and Strategy Manager in executing complex projects that align with the Jubilee Life Insurance Limited growth objectives. This position requires close collaboration with cross-functional teams and plays a vital role in process optimization, risk management, and the successful implementation of strategic goals.

Main Responsibilities

1. Strategy

- Assist in translating high-level projects into actionable plans, ensuring they align with the company's overall vision and mission.
- Contribute to the development of detailed project plans, timelines, and resource allocation strategies.
- Assist in identifying opportunities for process optimization, cost reduction, and revenue enhancement within the life insurance division.

2. Operational

- Assist in managing a portfolio of complex projects related to Jubilee Life Insurance Limited.
- Support in defining project scopes, objectives, and success criteria in collaboration with relevant stakeholders.
- Contribute to the development and monitoring of comprehensive project plans, including timelines, resource allocation, and risk management strategies.
- Assist in monitoring project progress, identifying potential roadblocks, and implementing corrective actions as needed.
- Play a key role in the end-to-end project management process, including project initiation, planning, execution, monitoring, and closure.
- Work with cross-functional teams to define project scope, objectives, and deliverables.
- Assist in managing project risks and issues, making proactive adjustments to ensure project success.
- Regularly communicate project status, updates, and progress to stakeholders and senior leadership.
- Help build and maintain strong relationships with internal stakeholders and external partners, including reinsurers, brokers, and regulators.
- Assist in establishing project governance frameworks and ensuring projects are executed in accordance with company policies and industry regulations.
- Support in generating actionable insights and recommendations to drive business growth and enhance operational efficiency.

3. Corporate Governance

- Stay updated on insurance related, industry regulations, compliance requirements, and best practices.
- Adherence to the laws and regulations of Kenya, the policies and regulations within the insurance industry and all internal company policies and procedures.
- Ensuring compliance with applicable statutory and regulatory requirements and establishing mitigation measures against emerging business risks.
- Implement effective risk management strategies, including appropriate internal controls, to mitigate operational, financial, and regulatory risks.

4. Leadership & Culture

- Support the Senior Project and Strategy Manager in fostering knowledge sharing and creating efficiencies and synergies within the department.
- Assist in building departmental capacity to deliver on projects by guiding, directing, and evaluating the work of the team.
- Contribute to the creation of a corporate culture that promotes ethical practices, innovation, and a conducive work environment.
- Assist in conducting regular team meetings and training sessions to enhance skills and knowledge related to industry trends.

Key Competencies

- **Project Management.** Expertise in planning, resource management, and ensuring timely delivery, with a focus on identifying and mitigating risks.
- **Analytical Skills.** Leverage data to inform strategies, solve problems, and analyze financial metrics to support business growth.
- **Business Acumen.** Demonstrates deep understanding of the life insurance sector, market dynamics, and operational insights to drive value.
- **Problem Solving.** Addressing challenges with innovative solutions.
- **Communication Skills.** Effectively convey ideas to stakeholders and deliver compelling presentations and updates.
- **Negotiation and influencing.** Build strong stakeholder relationships to gain project support and navigate conflicts effectively.
- **Change Management.** Ability to guide teams through change smoothly and foster continuous improvement by encouraging innovation and best practices.
- **Result-Oriented.** Set and track measurable goals while prioritizing actions that deliver the highest impact.
- **Risk Management.** Proactively identifying and mitigating risks while ensuring compliance with regulations and internal policies.
- **Ethical Leadership.** Upholding integrity and promoting responsible business practices in all dealings.
- **Customer Centric Approach.** Prioritize customer needs in strategic planning and use customer feedback to enhance offerings.

Academic Background & Relevant Qualifications

- Bachelor's degree in Business Administration, Finance, Project Management, Economics or any other related course
- Relevant Project Management Related Qualifications
- Masters in Business Administration or Project Management will be an added advantage.
- Minimum of 3-4 years of experience in roles related to project management, business analysis, or similar areas.
- Proven track record in managing complex projects, ideally within the insurance industry.
- Experience in cross-functional team collaboration and stakeholder management.

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.