



**Job Ref. No: JLIL 397**

**Position: Assistant Manager- Business Development, Pensions**

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](http://www.JubileeInsurance.com).

We currently have an exciting career opportunity for an **Assistant Manager- Business Development, Pensions** within **Jubilee Life Insurance Limited**. The position holder will report to the **Senior Manager- Business Development, Pensions** and will be based at our Head Office in Nairobi.

### **Role Purpose**

The role holder is responsible for driving business growth within the pensions portfolio through strategic market development, acquisition of new schemes, and effective management of corporate clients and intermediary partners. The role will focus on expanding the organization's market share across Corporate Pension Schemes, Umbrella Schemes, Personal Pension Plans, Annuities and Income Drawdown products while ensuring full compliance with regulatory requirements and internal governance frameworks. The role holder will actively develop strategic partnerships, strengthen client relationships and represent the organization in the pensions market to support sustainable revenue growth and portfolio expansion.

### **Main Responsibilities**

#### **1. Strategy & Market Development**

- Develop and implement business development strategies aligned with the organization's overall pension growth objectives.
- Conduct structured market analysis to identify new opportunities across corporate employers, institutional clients, and emerging pension segments.
- Monitor industry developments, pension reforms, tax changes, and regulatory directives affecting retirement solutions.
- Analyze competitor strategies, pricing structures, and market positioning to inform strategic decision-making.
- Provide market intelligence and business insights to support product innovation, pricing strategies, and business planning.

#### **2. Revenue Growth & Portfolio Expansion**

- Drive acquisition of new pension schemes including Group Personal Pension Plans (GPPP), Umbrella Schemes, Individual Pension Plans, Annuities, and Income Drawdown products.
- Develop and maintain a measurable sales pipeline with defined conversion milestones.
- Lead proposal development, scheme structuring, pricing discussions, and negotiations within approved underwriting parameters.
- Achieve agreed revenue targets, Assets Under Management (AUM) growth, and contribution inflows.
- Identify cross-selling and upselling opportunities within existing client portfolios.
- Monitor performance against business development targets and implement corrective actions where necessary.

#### **3. Client Acquisition, Retention & Relationship Management**

- Identify and engage potential corporate clients through structured prospecting and relationship development.
- Build and sustain relationships with key decision makers including HR Directors, Finance Managers, Trustees, and Corporate Executives.
- Conduct clients needs assessments and propose suitable pension solutions aligned to regulatory requirements and client objectives.
- Coordinate client onboarding processes to ensure seamless scheme implementation and operational readiness.
- Conduct periodic scheme reviews, client engagement meetings, and member education sessions to strengthen client retention.
- Manage escalated client concerns in collaboration with internal stakeholders.

#### **4. Intermediary & Strategic Partner Management**

- Develop and maintain productive relationships with brokers, agents, Independent Financial Advisors (IFAs), and bank partners.
- Provide product training, technical support, and market updates to intermediary partners.
- Collaborate with partners to identify joint business opportunities and drive new scheme acquisition.
- Monitor intermediary performance including pipeline development, strike rates, and conversion ratios.
- Ensure intermediary activities comply with regulatory standards and internal governance policies.

#### **5. Corporate Governance & Regulatory Compliance**

- Ensure full adherence to the Retirement Benefits Act, IRA guidelines, and internal company policies.
- Maintain up-to-date knowledge of regulatory amendments affecting pension products and scheme governance.
- Ensure proper documentation, due diligence, and suitability assessments for all new business acquisitions.
- Uphold ethical selling practices and transparency in client engagements.
- Support internal audits, compliance reviews, and regulatory reporting requirements.
- Safeguard client data in compliance with data protection regulations and confidentiality standards.

#### **6. Company Brand & Market Representation**

- Act as a brand ambassador representing the organization in the pensions and retirement solutions market.
- Promote the organization's value proposition and competitive positioning to clients and intermediaries.
- Represent the organization at industry forums, employer engagements, and professional associations.
- Strengthening the company's market visibility and credibility through professional stakeholder engagement.

#### **7. Leadership & Regional Performance Oversight**

- Support the implementation of business development initiatives across assigned markets or regions.
- Collaborate with internal teams including Pension Administration, Actuarial, Finance, Legal, Risk & Compliance, and Marketing to ensure effective service delivery.
- Monitor business performance, sales pipeline activity, and revenue growth against defined targets.
- Prepare periodic performance and pipeline reports for senior management.
- Contribute to a high-performance culture anchored on accountability, professionalism, and compliance.

#### **Key Competencies**

- Business Development Acumen – Strong ability to identify, structure, and convert pension business opportunities while driving revenue growth.
- Technical & Regulatory Expertise (Pensions) – In-depth knowledge of pension products, the Retirement Benefits Act, IRA regulations, and scheme governance structures.
- Strategic Thinking – Ability to interpret market trends, regulatory changes, and competitor dynamics to identify opportunities and risks.
- Relationship Building – Strong interpersonal skills to build and maintain relationships with corporate clients, trustees, and intermediaries.
- Negotiation & Influencing Skills – Ability to negotiate and close complex pension transactions.
- Financial & Analytical Capability – Ability to interpret sales data, AUM growth trends, and pipeline performance.
- Governance & Ethical Conduct – Strong awareness of regulatory risk and commitment to ethical business practices.

- Communication & Presentation Skills – Ability to articulate complex pension concepts clearly to clients and stakeholders.
- Results Orientation – Demonstrated ability to achieve business development targets while maintaining service quality 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.
- Demonstrated experience in managing corporate pension schemes and intermediary channels.
- Strong technical understanding of pension regulations, scheme governance structures, and pension products.
- Experience interpreting regulatory changes and aligning acquisition strategies accordingly.
- Proven track record of achieving business development targets while maintaining governance and risk standards.

**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 23<sup>rd</sup> March 2026. Only shortlisted candidates will be contacted.**