



**Job Ref. No.**        **JLIL 398**

**Position:**         **Data/AI Governance Analyst**

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 an **Data/AI Governance Analyst** 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 ensuring integrity, security, and compliance of data assets across the organization. They will be responsible for ensuring that data and AI systems are managed responsibly, securely, ethically, and in compliance with applicable regulations, while enabling business teams to leverage data and AI effectively for decision-making and innovation.

### **Main Responsibilities**

#### **Strategy**

1. Support the development and execution of the organization's Data and AI governance strategy, ensuring alignment with overall business objectives and digital transformation priorities.
2. Contribute to the design of scalable and sustainable governance frameworks that enhance data quality, integrity, security, and responsible AI adoption across the organization.
3. Support the establishment of a data-driven culture by promoting the strategic value of data as an organizational asset and enabling its effective utilization.
4. Contribute to the continuous improvement of governance processes by identifying gaps, risks, and opportunities for optimization in data management and AI implementation.
5. Assist in aligning governance initiatives with enterprise risk management strategies to ensure proactive identification and mitigation of data-related and AI-driven risks.

## **Operational**

1. Assist in the implementation of Data/AI governance frameworks, policies, and procedures to ensure compliance with regulatory requirements and industry best practices.
2. Ensure the organization adherence to regulatory requirements, industry standards, and internal policies regarding data privacy, security, and AI ethics.
3. Document and maintain data dictionaries, metadata repositories, and data lineage documentation to facilitate data understanding and transparency.
4. Support the implementation of data loss prevention and sensitivity assessments to identify and mitigate risks associated with data privacy and security.
5. Work closely with business units, AI engineers, legal, IT, and risk teams to ensure governance practices are practical, effective, and aligned with organizational goals.
6. Establish and implement guidelines for responsible AI use, including bias detection, fairness, explainability, and transparency in AI models.
7. Develop and maintain metrics, dashboards, and report mechanisms to track compliance, data quality, and AI governance effectiveness.
8. Lead awareness programs and training employees on data governance, AI ethics, and responsible data practices.
9. Stay abreast of emerging trends, regulations, and technologies in data management, AI, and analytics, and recommend improvements to governance frameworks.

## **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, Data Science, Statistics, or a related field.
2. Minimum 3 years' experience in Data/AI governance.
3. Certifications in CDMP (Certified Data Management Professional), DGSP (Data Governance & Stewardship Professional), or AI Ethics certifications are an added advantage.

**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 2<sup>nd</sup> April 2026.**

**Only shortlisted candidates will be contacted.**