



**Job Ref. No: JLIL 412**

**Position: Creative Design Intern**

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 a **Creative Design Intern** within **Jubilee Life Insurance Limited**. The role holder will report to the **Assistant Manager- Marketing** and will be based at our Head Office in Nairobi.

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### **Role Purpose**

The Creative Design Intern will support the Creative Designer and Marketing team in developing creative and visually appealing content that enhances brand visibility, supports marketing campaigns, and promotes the organization's products and services. The role offers an opportunity to gain hands-on experience in graphic design, digital content creation, branding, and marketing communications while contributing to impactful and innovative design solutions.

### **Main Responsibilities**

#### **1. Operational**

- Support the development of creative designs for marketing materials, social media content, presentations, brochures, posters, banners, and other communication materials.
- Assist in creating visually appealing graphics aligned with the organization's brand guidelines and marketing objectives.
- Support the design and layout of digital and print materials while ensuring consistency and quality standards.
- Assist in preparing artwork and creative assets for campaigns, events, and internal communications.
- Help maintain brand consistency across all design projects and communication channels.
- Support content creation for digital platforms including social media, website updates, and email campaigns.
- Assist in photo editing, image resizing and basic video or multimedia content preparation where required.
- Work closely with the Marketing and Communications team to understand project requirements and timelines.
- Participate in brainstorming sessions and contribute creative ideas for campaigns and promotional activities.
- Assist in organizing and maintaining design files, templates, and digital assets for easy accessibility.
- Support event branding and coordination activities by preparing visual materials and event collateral.
- Stay updated on emerging design trends, tools, and technologies to support innovative design execution.
- Perform any other duties assigned by the supervisor or Creative Designer.

#### **2. Corporate Governance**

- Adhere to company policies, procedures, and brand guidelines in all assigned tasks.
- Ensure confidentiality and proper handling of company design assets and information.
- Support compliance with regulatory and internal communication standards.
- Ensure assigned creative work aligns with approved brand and communication requirements.
- Escalate any identified operational or compliance concerns to the supervisor.

### **3. People & Culture**

- Collaborate effectively with colleagues and support teamwork across departments.
- Demonstrate willingness to learn and continuously improve creative and technical skills.
- Participate in training and development initiatives aimed at enhancing professional growth.
- Support a positive, innovative, and collaborative working environment.
- Uphold professionalism and maintain positive working relationships with internal and external stakeholders.

### **4. Jubilee Life Brand**

- Support the organization's brand image through high-quality and professional creative designs.
- Ensure all visual materials reflect the organization's identity, values, and communication standards.
- Contribute to creating engaging and impactful customer-facing and internal communication materials.
- Promote creativity, innovation, and consistency across all branding and marketing initiatives.

### **Key Competencies**

1. Creativity & Innovation – Ability to generate creative ideas and translate concepts into appealing visual designs.
2. Attention to Detail – Strong eye for detail to ensure accuracy and consistency in design work.
3. Communication Skills – Good verbal and written communication skills.
4. Teamwork & Collaboration – Ability to work effectively with cross-functional teams.
5. Time Management – Ability to manage multiple tasks and meet deadlines.
6. Adaptability – Willingness to learn new tools, trends, and creative approaches.
7. Organizational Skills – Ability to maintain organized design files and project documentation.
8. Professionalism & Integrity – Ability to handle work responsibly and maintain confidentiality.

### **Academic Background & Relevant Qualifications**

1. Bachelor's degree in Graphic Design, Creative Design, Marketing, Communications, Multimedia, Fine Arts or any other related field.
2. Basic proficiency in design tools such as Adobe Creative Suite (Photoshop, Illustrator, InDesign), Canva or related applications will be an added advantage.
3. Basic knowledge of digital content creation and social media design.
4. Strong creative, artistic, and visual communication skills.
5. Previous internship, attachment or freelance design experience will be 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 27<sup>th</sup> May 2026  
Only shortlisted candidates will be contacted.**