Job Ref. No: JAML084

Position: Assistant Manager – Internal Audit

Jubilee Group was established in August 1937, as the first locally incorporated Insurance Company based in Mombasa. Jubilee Group has spread its sphere of influence throughout the region to become the largest Composite insurer in East Africa, handling Life, Pensions, Asset Management and Medical Insurance. Today, Jubilee is the number one insurer in East Africa with over 1.9 million clients. Jubilee Group 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.

We currently have an exciting career opportunity for an **Assistant Manager - Internal Audit** within **Jubilee Asset Management Limited.** The role holder will report to the **Group Head – Internal Audit** and will be based at our Head Office in Nairobi.

Role Purpose:

The role holder is responsible for leading and overseeing the internal audit function within the Jubilee Asset Management Limited. The primary purpose is to provide independent and objective assurance on the organization's governance, risk management, and internal control processes.

The role involves evaluating the effectiveness of internal controls, identifying risks, and providing valuable insights to enhance operational efficiency, compliance, and overall performance.

Key Responsibilities

1.Operational Excellence

- **Risk Assessment:** Working with the Risk & Compliance resources, identify and assess strategic, financial, operational, and compliance risks across JAM operations, and develop risk-based audit plans to address high-risk areas effectively.
- **Audit Execution:** Ensure detailed audit tests are performed on all Company's operations based on standard audit programmes and in accordance with the approved annual audit plan. The job holder may change the scope of the audit in consultation with the group Head of Internal Audit, if actual circumstances in the field so demand.
- Oversee the planning and execution of audits, ensuring they are conducted in accordance with professional standards and internal audit policies.
- Prepare and maintain adequate and proper documentation for audits performed in the Internal Audit Management System.

- Where applicable, review audit workpapers and reports to ensure accuracy and compliance with audit methodologies.

2.Strategy

- **Internal Audit Strategy:**
  - Coordinate the implementation of a comprehensive internal audit strategy aligned with the organization's objectives and risk profile.
  - Establish annual internal audit plans and ensure their alignment with strategic priorities.

- **Process Optimization:** Identify opportunities for process optimization and efficiency improvements and make recommendations to contribute to streamlining operations and supporting the organization's strategic initiatives.
- **Governance Enhancements**: Assess the effectiveness of corporate governance practices and provide insights to enhance governance structures. This helps in aligning the organization's governance framework with its strategic objectives.
- **Performance Evaluation:** Assess the performance of various departments and functions, providing feedback to management to support strategic performance management and improvement efforts.

3. Risk & Corporate Governance

- Assess the Company's adherence to regulatory requirements and internal policies and suggest mitigation measures against emerging business risks ensuring compliance.
- **Compliance:** Stay updated with insurance regulations and best practices to ensure compliance with industry standards.

4. Stakeholder Management:

- Build and maintain strong working relationships with senior management and key stakeholders.
- Present audit findings and recommendations to the Audit and Risk Committee of the Board and senior leadership.

5. Continuous Improvement:

- Proactively identify opportunities for process improvements and risk mitigation.
- Collaborate with management to implement recommendations and monitor their effectiveness.

6. Fraud Detection:

- Review the efforts to detect and prevent fraud within JAM operations.
- Coordinate with relevant parties in investigating and reporting on suspected fraudulent activities.
- Attend and participate in the Management meetings to enhance understanding of JAML Operations.

7. Leadership & Culture

- Foster a corporate culture that promotes ethical practices and good corporate citizenship while maintaining a conducive work environment.
- Collaborate with cross-functional teams to develop initiatives that promote a positive and inclusive company culture.
- Set performance targets and objectives, monitor progress, and ensure timely completion of activities.

Key Competencies

1. **Leadership:** Demonstrating strong leadership qualities to inspire and guide the internal audit team and promote a culture of excellence and continuous improvement.
2. **Strategic Thinking:** Ability to align the internal audit function with the organization's strategic objectives and contribute to strategic decision-making.
3. **Communication and Influencing:** Excellent communication skills to convey complex audit findings and recommendations to various stakeholders effectively.
4. **Risk Management:** Expertise in identifying and assessing risks, as well as developing risk mitigation strategies aligned with the organization's risk appetite.
5. **Professional Integrity:** Upholding the highest ethical standards, independence, and objectivity in conducting audits and handling sensitive information.

6. **Analytical Skills:** Strong analytical and problem-solving abilities to assess complex situations and make informed decisions.
7. **Relationship Management:** Building and maintaining strong working relationships with senior management and key stakeholders to facilitate effective communication and collaboration.
8. **Team Management:** Ability to lead and motivate the internal audit team, foster teamwork, and provide guidance to achieve departmental objectives.

Academic Background:

1. Bachelor's degree in Business, Finance or any other related course
2. CPA-K/ACCA Qualification
3. Audit related certifications e.g. CPA (K), ACCA, CISA, CFA, Risk or equivalent
4. Masters will be an added advantage

Relevant Experience

• Minimum 8–10 years of experience in in a similar role.
• Should have experience in leading audit teams and managing audit projects across diverse areas of an organization.
• The role involves interaction with senior management, board members, and other stakeholders; hence, the role holder is expected to have excellent relationship management skills and a proven track record of engaging with key stakeholders.

If you are qualified and seeking an exciting new challenge, please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and Position by Wednesday, 22nd July 2026.
Only shortlisted candidates will be contacted.