



Job Ref. No. **JLIL 421**

Position: **Product Management 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 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.

We currently have an exciting career opportunity for a **Product Management Intern** within **Jubilee Life Insurance Limited**. The position holder will report to the **Senior Manager - Digital Factory Operations** and will be based at our Main Office.

Role Purpose

The Product Manager Intern will help drive our Startup Innovation Program and venture-building initiatives. In this role, you will act as the link between startups, external ecosystem partners, and our internal corporate functions (IT, Product, Business, and Innovation teams). The intern's mission is to help deliver digital solutions from concept validation to pilot execution, ensuring that project milestones are met while maintaining a sharp product mindset.

Main Responsibilities

Venture Building & Product Support

- Market & Product Validation: Assist startups in refining their value propositions, analyzing market fit, and scoping digital product features.
- Requirements Gathering: Translate business and innovation goals into clear, actionable technical and functional requirements.
- User-Centric Design: Support the definition of MVP (Minimum Viable Product) scopes to ensure rapid, high-impact market testing.

Project Management & Program Coordination

- Cross-Functional Coordination: Serve as a central point of contact, aligning priorities across external partners, startups, and internal IT, Product, Business, and Innovation teams.
- Milestone Tracking: Manage the program roadmap, track project dependencies, and proactively unblock bottlenecks to keep pilots on schedule.

- Status Reporting: Keep internal leadership and external stakeholders updated with clear, data-driven progress reports and program budget reporting.
- Coordinate meetings, workshops, and stakeholder engagements.

Partner & Startup Engagement

- Relationship Management: Act as a trusted liaison for ecosystem partners and cohort startups, ensuring clear communication and expectations.
- Workshop Facilitation: Help organize and co-facilitate mentorship sessions, masterclasses, and alignment workshops for the innovation program.

Data & Analysis

- Collect and analyse project-related data.
- Assist in identifying project risks, issues, and dependencies.
- Assist in preparing project performance metrics and dashboards.
- Support lessons learned and project closure documentation.

Key Competencies

1. Excellent organizational skills.
2. Strong attention to detail.
3. Good analytical and problem-solving skills.
4. Effective verbal and written communication.
5. Time management and prioritization.
6. Ability to work collaboratively in cross-functional teams.
7. Initiative and willingness to learn.
8. Adaptability and flexibility.
9. Accountability and professionalism.

Academic Qualifications and Relevant Experience

1. Bachelor's degree in degree in Business, Computer Science, Engineering, or a related field (or equivalent hands-on experience in tech/startups).
2. Previous internships or leadership roles within tech startups, accelerators, or venture capital firms, complemented by academic or practical experience in project management, is an added advantage.
3. Experience using Microsoft Office tools is desirable.

If you are qualified and seeking an exciting new challenge, please apply via recruitment@jubileekenya.com quoting the Job Reference Number and Position by 23rd July 2026.

Only shortlisted candidates will be contacted.