



Job Ref. No: JHUB 003

Position: RPA Developer

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 a **RPA Developer** within **Jhub SEZ Limited**. The position holder will report to the **Senior Manager RPA** and will be based in Nairobi.

Role Purpose

The RPA Developer is responsible for designing, developing, testing, and maintaining automation solutions using industry-leading RPA platforms. The role supports process transformation initiatives through the delivery of reliable, scalable, and secure automation solutions while ensuring compliance with organizational governance and regulatory requirements.

Key Responsibilities

1. RPA Development and Implementation

- Design, develop, and deploy automation solutions using platforms such as UiPath, Automation Anywhere, or Blue Prism.
- Develop reusable components and automation frameworks to improve development efficiency.
- Conduct unit testing, integration testing, and user acceptance testing support.
- Participate in process assessment and solution design workshops.
- Document technical specifications, workflows, and deployment procedures.

2. Operations and Support

- Monitor deployed bots and troubleshoot issues within agreed service levels.
- Perform bot enhancements and modifications based on business requirements.
- Maintain automation logs and technical documentation.
- Support production releases and post-implementation monitoring.
- Ensure high bot availability and process reliability.

3. Innovation and Continuous Improvement

- Identify opportunities for process optimization and automation expansion.
- Support integration of AI, OCR, machine learning, and intelligent automation capabilities.
- Recommend improvements to automation design standards and development methodologies.
- Participate in proof-of-concept initiatives and emerging technology evaluations.

4. Governance, Compliance and Risk Management

- Adhere to RPA development standards, policies, and governance frameworks.
- Ensure automation solutions meet data privacy and security requirements.
- Support internal and external audit activities relating to automation controls.
- Identify and escalate automation-related risks and vulnerabilities.
- Maintain compliance with applicable regulatory requirements.

5. Stakeholder Collaboration

- Work closely with business analysts and process owners to understand requirements.
- Provide technical guidance during automation implementation.
- Participate in knowledge-sharing sessions and team initiatives.
- Support user training and bot adoption activities.

Key Deliverables

1. Successful delivery of assigned automation projects within agreed timelines.
2. Stable and efficient automation solutions with minimal production incidents.
3. Timely resolution of bot-related issues.
4. Complete and up-to-date technical documentation.
5. Continuous improvement recommendations and implementation support.

Key Competencies

1. Technical Expertise: Strong ability to develop and maintain RPA solutions.
2. Analytical Thinking: Skill in diagnosing and resolving bot performance issues efficiently.
3. Collaboration: Ability to work effectively with technical and business teams.
4. Communication: Capacity to explain technical concepts to diverse stakeholders clearly.
5. Ethical Integrity: Commitment to ethical and compliant RPA practices.
6. Attention to Detail: Precision in bot development and testing.

Relevant Qualifications and Experience

1. Bachelor's degree in Computer Science, Information Technology, Software Engineering, or a related field from a recognized institution.
 2. Professional certifications such as UiPath RPA Developer Advanced, Automation Anywhere Certified Advanced RPA Professional, or Blue Prism Developer are strongly preferred.
 3. Professional Experience: 2+ years in RPA development, software engineering, or a related role.
 4. Industry Exposure: Proven track record in insurance, financial services, or technology-driven sectors, ideally with RPA projects.
 5. Experience developing bots for processes supporting 500K+ transactions or significant operational impact.
 6. Team Collaboration: History of working in agile teams on automation projects.
- Regulatory Awareness: Familiarity with ensuring compliance in a regulated, multi-country environment

If you are qualified and seeking an exciting new challenge, please apply via
Recruitment@Jubileekenya.com quoting the Job Reference Number and Position by

10th September 2026.

Only shortlisted candidates will be contacted.