



Job Ref. No. **JHL021**

Position: **Internship**

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.

We are currently offering an exciting **Internship** opportunity at **Jubilee Holdings Limited** within our **Marketing and Corporate Communications Department**. The successful candidate will report to the **Head of Marketing and Corporate Communications** and will be based at Head Office in Nairobi.

Role Purpose

The role holder will support the strategic and operational initiatives of the department by analyzing business processes, gathering, and documenting requirements, and assisting in the development and implementation of solutions to enhance marketing and communication strategies.

Main Responsibilities

1. Assist in gathering and documenting business requirements for various marketing projects and initiatives.
2. Support cross-functional teams in executing and delivering marketing projects.
3. Aid in the development and execution of marketing campaigns and content creation.
4. Assist in conducting market research and competitive analysis to support strategic decision-making.
5. Help analyse customer feedback and insights to enhance customer experience and satisfaction.
6. Identify process inefficiencies and propose optimization solutions.
7. Assist in managing vendor relationships and implementing marketing technology solutions.
8. Collaborate with internal stakeholders to align marketing efforts with business goals.

Key Deliverables

1. Reports on marketing campaign performance and customer behaviour analysis.
2. Documented business requirements for marketing projects and initiatives.
3. Coordination and support for cross-functional team projects.
4. Contributions to marketing campaign development and execution.
5. Market research and competitive analysis reports.
6. Customer feedback analysis and improvement recommendations.
7. Support in managing vendor relationships and implementing marketing technology solutions.

Key Competencies

1. Strong analytical and problem-solving skills.
2. Excellent communication and interpersonal skills.

3. Ability to work collaboratively in a cross-functional team environment.
4. Attention to detail and accuracy in data analysis and documentation.
5. Adaptability and willingness to learn new technologies and tools.

Qualifications

Bachelor's degree in business information technology or a related field.

Relevant Experience

Previous experience in business analysis, data analysis, or project management is advantageous.

**If you are qualified and seeking an exciting new challenge,
please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and
position by 12th May 2024**

Only shortlisted candidates will be contacted.