



**Job Ref. No: JLIL 290**

**Position: Senior Officer - Business Development**

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 **Senior Officer - Business Development** within **Jubilee Life Insurance Limited**. The position holder will report to the **Manager Business Development- Group Life** and will be based at our Head Office in Nairobi.

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### **Role Purpose**

The role holder will be responsible for driving growth in the Group Life and Credit Life product segments. This will include identifying new business opportunities, fostering client and intermediary relationships, and ensuring revenue growth while complying with all relevant guidelines, procedures, and regulatory requirements. The role focuses on building market presence, achieving business development targets, and maintaining effective relationships with intermediaries such as brokers and agent.

### **Main Responsibilities**

#### **1. Strategy**

- Collaborate with the Head of Department to execute strategic business development plans that expand the Group Life and Credit Life market presence.
- Assist to optimize departmental processes, systems, and resources to enhance operational efficiency and profitability.
- Conduct market research to identify potential clients, market trends, and competitive dynamics.
- Analyze market data to uncover opportunities and develop targeted strategies.
- Provide actionable insights to senior management on product development, pricing strategies, and market positioning.

#### **2. Operational**

- **Marketing and Branding.** Develop and distribute materials to facilitate client onboarding and promote Group Life and Credit Life products. Conduct training sessions for intermediaries to improve product awareness and adoption and enhance brand visibility and positioning to ensure the organization remains top-of-mind for intermediaries.
- **Client Acquisition and Relationship Management.** Identify and engage potential corporate clients in the Group Life and Credit Life segments. Build and nurture strong client relationships by understanding their needs and providing tailored solutions. Lead client presentations, negotiations, and proposal development to secure new business opportunities. Collaborate with internal teams to ensure a smooth onboarding process and seamless transition to account management teams.
- **Business Growth and Revenue Generation.** Develop and execute strategies to meet or exceed business development and revenue targets. Identify cross-selling and upselling opportunities within existing client portfolios. Work with product development teams to design offerings that align with market needs and trends. Track sales performance and provide regular progress reports to management.

- **Intermediary and Partner Relationship Management.** Build and maintain strong relationships with agents, brokers, and other strategic partners. Collaborate with partners to identify joint business opportunities and establish mutually beneficial agreements. Provide intermediaries with training, marketing support, and resources to promote the organization's products.
- **Proposal Development and Contract Negotiation.** Prepare compelling proposals and business cases for potential clients. Assist in contract negotiations, ensuring favorable terms that align with organizational objectives. Coordinate with legal and compliance teams to ensure adherence to regulatory requirements.

### **3. Corporate Governance**

- Adhere to regulatory requirements and internal policies, ensuring compliance in all aspects.
- Implement and uphold robust data protection and privacy practices, safeguarding customer information and ensuring confidentiality.
- Participate in audits and internal control assessments, addressing any identified gaps or issues promptly.
- Compliance. Stay updated with insurance regulations and underwriting best practices to ensure compliance with industry standards
- Adherence to the laws and regulations of Kenya, the policies and regulations within the insurance industry and all internal company policies and procedures.

### **4. Leadership & Culture**

- Fostering 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.
- Individualized Development Planning. Create personalized development plans that align with your career aspirations and the organization's objectives.

### **Key Competencies**

- Business Development Expertise. Proven ability to identify opportunities, negotiate deals, and close sales in the corporate life insurance sector.
- Relationship- Building Skills. Demonstrated strength in networking, fostering partnerships, and maintaining long-term relationships with stakeholders.
- Results Orientation. Strong focus on achieving business targets and delivering measurable outcomes.
- Strategic Thinking. Capability to analyse market data, identify trends, and develop actionable strategies.
- Communication Skills. Excellent verbal and written communication abilities, including presentation and negotiation skills.
- Adaptability. Ability to thrive in a dynamic environment and respond effectively to changing client needs and market conditions.

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

- Bachelor's degree in Insurance, Finance, Business, Marketing, or a related field.
- Diploma in Insurance.
- LOMA, CII, or IIK qualification will be an added advantage.
- Minimum of 4-6 years of experience in a similar role within the life insurance sector, with a focus on Group Life and Credit Life products.

**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 23<sup>rd</sup> January 2025. Only shortlisted candidates will be contacted.**