



Job Ref. No: JLIL366

Position: Data Analytics Specialist

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, Asset Management 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. 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 **Data Analytics Specialist** within **Jubilee Life Insurance Limited**. The position holder will report to the **Manager - Analytics** and will be based at our Head Office in Nairobi.

Role Purpose

The Data Analytics Specialist is responsible for transforming data into actionable insights that drive strategic and operational decisions. The role combines technical expertise, analytical rigor, and business acumen to support data-driven decision-making across the organisation. The Specialist manages data from multiple sources, develops advanced analytics solutions, and collaborates with internal and external stakeholders to enhance organisational performance, efficiency, and innovation.

Key Responsibilities

Strategy

1. Develop and implement analytics strategies aligned with organisational objectives and business priorities.
2. Partner with management and business units to identify key performance indicators and reporting requirements.
3. Monitor emerging trends in data analytics, automation, and machine learning to continually enhance organisational capabilities.
4. Advise leadership on the strategic impact of data insights, forecasts, and performance metrics on business growth and sustainability.
5. Contribute to digital transformation initiatives by embedding analytics-driven decision-making in new systems, products, and services.

Operational

1. Analyse operational, financial, and distribution data using Power BI, SQL, Python, and other tools to support business objectives.

2. Design, develop, and automate dashboards, exception reports, and performance trackers for executives and business units.
3. Generate predictive models and forecasts for persistency, revenues, premium deposits, and distribution performance.
4. Conduct advanced data modelling, DAX scripting, and Power Query (M) transformations to deliver accurate insights.
5. Provide technical support for Power BI Desktop and Cloud, including gateways and administration.
6. Integrate emerging technologies such as PowerApps, Power Automate, and machine learning into analytics solutions.
7. Collaborate with cross-functional teams to define and document business processes, reporting requirements, and data models.
8. Contribute technical expertise and data analysis to projects, ensuring timely and budget-compliant delivery.

Corporate Governance

1. Ensure compliance with organisational policies, data governance frameworks, and regulatory requirements.
2. Develop and maintain documentation for reporting processes, data models, and analytics protocols.
3. Support audit and compliance reviews by providing accurate, transparent, and traceable data insights.
4. Promote accountability and data integrity across all analytics activities.

People and Culture

1. Promote a culture of data literacy, collaboration, and evidence-based decision-making across the organisation.
2. Mentor colleagues on analytics tools, reporting techniques, and data interpretation.
3. Support knowledge sharing across departments to build organisational capacity in analytics.
4. Lead by example, demonstrating ethical conduct, precision, and high performance standards in all interactions.

Key Competencies

1. **Technical Expertise:** Advanced knowledge of Power BI, SQL, and Python; strong capability in DAX, data modelling, and Power Query; familiarity with data integration and automation tools.
2. **Analytical Thinking & Problem-Solving:** Ability to research, analyse, and apply insights for decision-making.
3. **Business Acumen:** Strong judgment and proactive approach to business challenges.
4. **Collaboration & Teamwork:** Skilled in bridging gaps between business and technology through effective cross-functional collaboration.
5. **Communication Skills:** Exceptional ability to present complex data clearly to diverse audiences.
6. **Project Management:** Capable of leading and delivering projects within timelines and budgets.
7. **Adaptability & Continuous Learning:** Maintains flexibility in dynamic environments and proactively updates knowledge of emerging analytics tools and practices.
8. **Integrity & Accountability:** Demonstrates ethical conduct, precision, and responsibility in handling data and delivering insights.

Key Deliverables for the Role

1. **Automated Dashboards & Reports:** Develop and maintain dashboards and trackers for executives and business units.

2. **Predictive Analytics Models:** Deliver forecasts for key business metrics including revenues, persistency, and distribution performance.
3. **Data Insights Reports:** Provide timely, accurate, and actionable insights to support strategic and operational decisions.
4. **Process & Documentation:** Maintain clear documentation of reporting requirements, business processes, and data models.
5. **Cross-Functional Collaboration:** Facilitate data literacy and usage across departments, ensuring alignment with organisational goals.
6. **Technology Integration:** Implement emerging analytics tools and automation solutions to enhance efficiency.

Academic Qualifications

1. Bachelor's degree in a quantitative field (e.g., Mathematics, Statistics, Computer Science, Economics, Finance, or Business).
2. Professional certification in analytics or business analysis (e.g., CBAP, CAP, Microsoft Data Analyst Associate).
3. Proficiency in Power BI, SQL, and Python, with experience in reporting and business metrics development.
4. Strong ability to translate numeric data into actionable insights and business cases.

Relevant Experience

1. 3–4 years of professional experience in data analytics, business intelligence, or related fields.
2. Hands-on experience with Power BI, SQL, and Python for data modeling, visualization, and reporting.
3. Proven track record in developing automated dashboards, predictive models, and performance reports.
4. Experience collaborating with cross-functional teams to define reporting requirements and deliver actionable insights.
5. Exposure to data governance, compliance frameworks, and integration of emerging analytics technologies.
6. Demonstrated ability to manage analytics projects within timelines and budgets, ensuring quality and accuracy of deliverables.

If you are qualified and seeking an exciting new challenge, please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and Position by 13th December 2025

Only shortlisted candidates will be contacted.