



**Job Ref. No. JIC001**

**Position: Graduate Trainees**

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**Employment Terms: Permanent**

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, 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).

As part of our 2023 young Graduate Trainee program, we are set to commence recruitment and are pleased to invite qualified graduates to apply. The program will deliver an all rounded and fast-paced development experience to prospective young graduates in a work environment where they will be developed to achieve their full potential with one of the leading employers in Kenya and the region.

The profile of Graduate trainees will entail individuals who are highly creative, competitive, exceptionally intelligent, and talented, who can be developed to combine their intellect with outstanding teamwork and leadership to unlock their full potential and sustain elevated levels of performance.

This full-time program will take two years during which the trainees will be provided with on-the-job work experiences and training opportunities. The program will comprise of job rotations, work assessments, progress reviews, on the job learning, appraisals, mentoring and coaching.

We are looking for graduates with the following main areas of specialization; Finance, Actuarial Science, Information Technology, Statistics, Data Science.

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### **Main Responsibilities**

- Receive rotational experience, formal technical skills training, and on the job training.
- Work in specific departments and business units to gain a perspective of the organization as a whole.
- Deliver on the business initiatives by solving structured problems with respective departments and units.
- Understanding project requirements and completing all duties assigned by the Supervisor.
- Shadowing senior staff members, asking questions, and assisting wherever possible.
- Compiling reports and making presentations to other staff members and management.
- Analyzing existing systems and making suggestions for improvement where appropriate.
- Participate in progress assessment reviews, periodic performance evaluation and coaching.
- Maintaining a high degree of professionalism and diligence.

**Required Competencies**

- Ability to work effectively under pressure.
- Customer relationship management.
- Time Management skills.
- Superior multi-tasking and prioritization skills.
- Self-motivated, enthusiastic, and self-confident.
- Superior analytical skills coupled with a growth mindset and a commitment to lifelong learning.
- Excellent oral and written communication skills with good people skills; and
- An exceptional achiever in extracurricular activities will be an added advantage.

**Academic/Professional Qualifications**

- Bachelor's degree from a recognized university in any of the following areas: Finance, Economics, Statistics, Information Technology or Computer Science and Actuarial Science.
- Demonstrated academic performance of Second- Class Upper Division or GPA 3.4 and above.
- Proficient in the use of Microsoft office suite and packages
- KCSE grade "B" (with a minimum score of a "B" in Mathematics) or equivalent.
- Graduates or those with completed coursework and awaiting graduation by the time of application.
- Preferably below 25 years of age

**If you are qualified and seeking an exciting new challenge, please apply by 18<sup>th</sup> November 2022.**

**Only shortlisted candidates will be contacted**