



Position: Risk and Compliance Trainee

Location: Dar es Salaam

Reports to: Risk and Compliance Officer

Duration: 6 – 12 months

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.jubileelifeinsurance.com.

We currently have an exciting opportunity for Risk and Compliance Trainee in our **Risk and Compliance Department** at **Jubilee Life Insurance Corporation of Tanzania**.

Role Purpose:

The role holder will be responsible for integrations and implementation of the risky strategy, policies, processes and reports to ensure compliance with applicable laws, regulation, internal policies and ethical standards.

Main Responsibilities:

Operational

1. Liaise with regulators TIRA, TRA, FIU on compliance-related issues as per all applicable Tanzanian laws.
2. Track changes in laws and regulations and advise management on necessary updates to policies and procedures.
3. Submission of regulatory reports and disclosures.
4. Conduct Compliance Risk Assessments across all departments.
5. Monitor high-risk transactions and ensure due diligence
6. Draft and Update compliance policies, manual and internal codes of conduct and monitor adherence.
7. Ensure all staff are aware of and trained in compliance-related matters.
8. Implement and manage Data protection, AML/CTF policies and procedures in line with Tanzanian legislations.
9. Conduct regular KYC reviews and suspicious transaction monitoring.
10. File suspicious transaction reports (STRs) with the Financial Intelligence Unit (FIU) and regular Reports to the Personal Data Protection Commission as needed.

11. Design and Implement compliance and ethics training for employees and agents.
12. Promote a strong culture of compliance and integrity across the organisation.
13. Coordinate and support internal and external audits on compliance issues.
14. Investigate potential compliance breaches and recommend corrective actions.
15. Maintain compliance incident logs and follow up on remediation.
16. Prepare and present compliance reports to senior management and the Board Audit & Risk Committee.
17. Provide monthly, quarterly, and annual reports on the company's compliance status.
18. Compliance: Stay updated with insurance regulations and best practices to ensure compliance with industry standards
19. Adherence to the laws and regulations of Tanzania, the policies and regulations within the insurance industry and all internal company policies and procedures.
20. Ensuring compliance with applicable statutory and regulatory requirements and establishing mitigation measures against emerging business risks.

Qualifications & Requirements:

- Bachelor's Degree in Law, Insurance, Actuarial, Risk, Compliance or any other related course.
- Regulatory Knowledge: Understanding of risk management regulations and compliance requirements in the insurance sector. Analytical and problem-solving skills for assessing and managing risks.
- Strong communication and interpersonal skills to educate and advise stakeholders.
- Ability to work effectively with cross-functional teams.
- Extremely detail-oriented with strong organizational and time management abilities.
- Proactive strategy for keeping abreast of regulatory developments
- Minimum 1-2 years' experience within risk management and compliance space.
- Have experience in operating in complex business environments and/or regulated sectors and have the personal qualities to develop strong stakeholder relationships.

If you are seeking an exciting learning opportunity, please apply quoting the Title by 31 October 2025 to recruitment@jubileelifeinsurance.co.tz

Only shortlisted candidates will be contacted.