



# KENINDIA

ASSURANCE COMPANY LIMITED  
General Business | Life & Pensions | Health



## Job Vacancy

The business seeks to fill the following vacancy:

### Business Development Executive Pension Business – Nairobi

Reporting to Head of Pension

#### JOB PURPOSE

The job holder is responsible for driving business growth within the retirement benefits portfolio. The role focuses on identifying and securing new business opportunities, strengthening client and stakeholder relationships, and enhancing market presence. The job holder will lead the development and execution of business development strategies, conduct market research to inform decision-making, and collaborate with internal teams to deliver effective marketing and client engagement initiatives. Additionally, the role involves negotiating and closing deals, monitoring performance of business initiatives, representing the company at industry forums, and providing guidance and support to junior team members.

#### PRINCIPAL ACCOUNTABILITIES

- Develop and implement business development strategies to achieve departmental and company growth objectives.
- Identify and evaluate new business opportunities and potential clients within the retirement benefits sector.
- Build and maintain strong relationships with existing and prospective clients, partners, and stakeholders.
- Conduct market research and analysis to identify trends, competitive landscape, and opportunities for growth.
- Prepare and deliver presentations, proposals, and pitches to prospective clients and partners.
- Negotiate and close business deals, ensuring favorable terms and conditions for the company.
- Monitor and report on the performance of business development initiatives and provide regular updates to senior management.
- Participate in industry events, conferences, and networking activities to promote the company's services and expand its network.
- Provide training and support to junior business development staff and other team members.

#### MINIMUM QUALIFICATIONS - KNOWLEDGE AND EXPERIENCE

- Bachelor's degree in Business Administration, Marketing, Finance, or a related field.
- Professional qualifications in retirement benefits arrangements, sales, marketing, or business development are an added advantage.
- Minimum of 5 years of experience in business development.
- Proven track record of achieving sales targets and driving business growth.

- Strong understanding of the insurance and retirement benefits sector in Kenya.
- Excellent communication, negotiation, and presentation skills.
- Proficiency in Microsoft Office Suite.
- Strategic thinking and ability to identify and capitalize on business opportunities.
- Strong interpersonal skills and ability to build and maintain relationships.
- High level of motivation and a results-oriented mindset.
- Commitment to continuous learning and professional development.
- High level of integrity and ethical standards.

#### SKILLS AND COMPETENCIES

##### Key Job Skills

- Excellent communication skills both orally and in writing.
- Attention to the details and accuracy.
- Effective Time Management.
- Ability to prioritize and plan effectively.
- Information gathering and monitoring skills.
- Ability to work under pressure.
- Problem analysis and problem solving skills.

##### Competencies

- Integrity
- Honesty
- Reliability
- Transparency
- Professionalism
- Teamwork
- Confidentiality
- Empathetic

Submit your application by logging in to <https://kenindiahr.peopleshr.com/jobportal> no later than **11<sup>th</sup> May 2026** at **5:00 p.m.**



We are now ISO 9001 Certified

## Your Stability, Our Priority