

**WE ARE
HIRING**

VACANT



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Job Title: Assistant HR Officer
Company: Jubilee Life Insurance

MAIN PURPOSE OF THE JOB

Supporting the Business Development Teams in implementing various HR Strategies and Initiatives. The primary purpose is to provide HR Support, coordinate HR Operations and contribute to the overall success of the teams by ensuring effective HR Management.

RESPONSIBILITIES

- Supporting in Sales Force Executive recruitment and selection process.
- Onboarding new joiners for sales team in the system.
- Updating SFE information in the excel Master sheet.
- Conducting SFE monthly performance review.
- Ensuring compensation and Benefits for SFE.
- Preparing Commission for sales team.
- Ensuring sales team have their sales Agreement.
- Maintain SFE records and Documentation.
- Support performance Management of the SFE.

QUALIFICATIONS

Bachelors Degree in HR, Business Administration, Public Administration, Law.

1-2 years work experience

Experience in the insurance industry is an added advantage.

To apply: Send your updated CV to
career@jubileelifeinsurance.co.tz.

Application deadline: 5 October 2025.