



INSURANCE COMMISSION
OF THE BAHAMAS

is seeking to fill the vacancy for

Assistant Manager
Intermediaries and Market Conduct Unit (IMC)

Key Responsibilities:

- Coordinates the day-to-day operations by monitoring and ensuring that resources are allocated appropriately and proper reporting is documented for the Intermediaries and Market Conduct Unit.
- Assists the IMC manager with developing department priorities and ensure that they are aligned with the Commission's annual goals.
- Acts as a liaison in the absence of the manager to lead high-level discussions with intermediaries' senior management and boards when significant risks are identified.
- Provides management support to a team of analysts, including reviewing their work, providing guidance on complex supervisory issues, conducting performance reviews, and recommending training initiatives.
- Ensures that quality assurance is conducted both internally and externally and communications from the Unit.
- Monitors the work of team members to ensure timely completion of all supervisory work, including new applications, renewals, salesperson registrations, unit projects, and complaints from licensees or policyholders.
- Supervises and monitors assigned insurance intermediary portfolios through ongoing prudential and market conduct compliance reviews.
- Assists the Examinations unit with Conducting onsite inspections and analyzing financial reports of intermediaries.
- Assists with the preparation of internal reports to support prudential and market conduct objectives.
- Follow up on intervention actions resulting from onsite and offsite work.
- Reviews and recommend registration renewals and new applications within agreed timelines.
- Assists with the preparation of reports and presentations for the Board of Commissioners' consideration, ensuring accuracy and clarity.
- Provides input and feedback to team members reports that are prepared for the Board and ensure directives are communicated to registrants.
- Collaborates with the manager and provides contribution to the development of supervisory methodology, policies, and practices.
- Assists the manager with developing and implementing consumer education initiatives.
- Conducts research and monitors emerging local and global industry risks and assess their impact from a market conduct perspective.
- Track and report essential news items or industry developments that may affect intermediaries.
- Coordinates with team members to ensure that complaint handling is properly monitored and follow-up and resolution is timely.
- Of Assists with the reviewing of applications from industry and public stakeholders applying for (exemption requests-approval to obtain an insurance policy with respect to section 41 of the Insurance Act/Regulations outside of the Bahamas jurisdiction).
- Assists with the preparation of the Unit reports for annual reporting, complaints, salesperson registrations, market conduct, renewals, onsite inspections, and coordinate public notices.

Education and Experience Requirements

- Strong knowledge of insurance/financial services laws, regulations, and market conduct standards.
- Exceptional analytical, problem-solving, and decision-making abilities.
- Highly proficient in report writing, policy drafting, and presenting complex information clearly.
- Effective leadership, teamwork, and stakeholder engagement skills.
- High level of integrity, confidentiality, and sound judgment in regulatory matters.
- Ability to manage multiple priorities, meet deadlines, and adapt to evolving requirements.
- Proficient in Microsoft Office and regulatory reporting tools.
- Bachelor's degree in business administration, Finance, Economics, or related field.
- Minimum of 8 years' experience in regulation and/or insurance industry services.
- Minimum of 5 years' experience at a senior level in the insurance industry or relevant sector.
- Thorough knowledge of insurance products and market practices.
- Strong ability to review and analyze financial statements.
- Excellent leadership, communication, teamwork, and organizational skills.
- Proficiency in Microsoft Office Suite at an intermediate level.
- Ability to work independently and manage multiple priorities.

Deadline: Monday, August 25, 2025

Interested persons should submit their resumes via email to hr@icb.gov.bs

Only shortlisted applicants will be contacted.



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