



**INSURANCE COMMISSION  
OF THE BAHAMAS**

*is seeking to fill the vacancy for*

**Assistant Legal Counsel  
Legal Unit**

**Principal of Responsibilities**

- To assist in ensuring legal compliance by the Commission in the execution of its obligations under the Insurance Act Ch. 347, the External Insurance Act Ch. 348, and any other legislation. The successful candidate will be required to perform all duties and tasks as may be assigned for the proper administration of the legal department.

**Specific Duties & Responsibilities**

- Assist in the provision of legal support to the Commission.
- Where required, assist the Board secretary in the preparation and maintenance of the records of the board.
- Assist with the supervision, monitoring and development of the Commission's legislative framework including existing and proposed legislation;
- Assist in monitoring legislative developments locally and internationally to identify the impact on the Insurance sector in the Bahamas.
- Assist in the preparation of draft legislation, guidelines, and rules to facilitate the work of the Commission;
- Assist with the preparation of correspondence, notices, and orders to be issued by the Commission;
- Provide guidance to other departments within the Commission.
- Assist in the provision of timely internal and external training related to relevant legislative and legal developments that directly affect the operations and functions of the Commission;
- Demonstrate knowledge of laws related to Insurance industry, companies, investment funds and Trusts;
- Provide input in the development of procedural and policy matters as required;
- Demonstrate ability and willingness to contribute to and assist team members to achieve set organizational and professional goals; and
- Provide effective representation, timely responses and legal opinions as required.

**Knowledge, Skills & Abilities**

- Strong knowledge of Regulatory, Corporate, and related legislation and common law principles.
- Strong research and analytical skills.
- Goal oriented.
- Exhibit concern for accuracy and detail.
- Exhibit the ability to work independently and to be flexible.
- Strong written and verbal communication skills.
- Familiarity with the processing of international request for assistance
- Operating knowledge of Microsoft Office in particular Word, Excel, and Power Point.
- Ability to draft Board Papers, White Papers, and Cabinet Papers
- Ability to draft Standard Operating Procedures and Policies
- Exhibit concern for careful adherence to established procedures and practices.
- Ability to effectively prioritize, to deliver high and consistent service standards.
- Offer exemplary service to internal or external customers.
- Good human resources and personnel management skills.
- Good understanding of corporate governance, general business practices and company operations.

**Minimum Qualifications and Experience**

- Member of the Bahamas Bar with 5-7 years' experience.

**Deadline: Friday, June 7th, 2024**

Interested persons should submit their resumes via email to [hr@icb.gov.bs](mailto:hr@icb.gov.bs)

**Only shortlisted applicants will be contacted.**



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