



**INSURANCE COMMISSION
OF THE BAHAMAS**

is seeking to fill the vacancy for

REGISTRY OFFICER
Registry & Document Management Unit

Key Responsibilities:

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

Education and Experience Requirements:

- Bachelor's Degree in the areas of studies: Business Management, Records Management, Library Science or similar discipline;
- Three (3) years of work experience in a registry role;
- Knowledge of MS 365 Suite (Word, Excel);
- Having a Records Management Certification would be a plus (RIM (Records and Information Management), IGP (Information Governance Professional), CRM (Certified Records Manager) and the CIP (Certified Information Professional).
- Maintains high integrity, professionalism and confidentiality;
- Demonstrate excellent time-management skills;
- Exhibits adaptability, enthusiasm and collaboration with a desire to support others and deliver excellent customer service;
- Demonstrates excellent organizational, communication, and problem-solving skills;
- Demonstrates proficiency in MS 365 suite;
- Strong knowledge of records management principles, practices, and technologies;
- Knowledge of a records management software and system would be a plus;

Deadline: Friday, September 13, 2024

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

Only shortlisted applicants will be contacted.



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