INSURANCE COMMISSION
OF THE BAHAMAS

is seeking to fill the vacancy for

Assistant Manager
Information Technology (IT)

Job Summary:

The Assistant Manager in the Information Technology Unit supports the strategic and operational management of the Commission's IT infrastructure, systems, and services. This role ensures the efficient functioning of IT operations, contributes to technology planning, and leads initiatives to improve system performance, cybersecurity, and user support. Oversee IT staff, manage vendors, and assist in implementing technological solutions that align with business goals.

Key Responsibilities:

- Assists in planning and executing IT projects such as system upgrades, software implementations, and infrastructure improvements.
- Leads and mentors support staff, ensuring high performance, continuous learning, and adherence to service standards.
- Maintains accurate documentation of systems, procedures, and incidents; prepare regular performance and audit reports.
- Assists the IT manager with managing relationships with IT vendors and service providers; oversee procurement and lifecycle of IT assets.
- Monitors security protocols to ensure compliance with data protection regulations and respond to security incidents.
- Oversees daily IT operations including network, server, and system administration to ensure optimal performance and uptime.

Education and Experience Requirements

- Ability to manage multiple priorities and adapt to changing technologies and business needs.
- Strong analytical mindset with the ability to troubleshoot complex technical issues.
- Commitment to delivering high-quality support and user satisfaction.
- Excellent verbal and written communication skills for technical and non-technical audiences.
- Proven ability to lead and develop technical teams in a fast-paced environment.
- Proficient in planning, executing, and monitoring IT projects using industry-standard methodologies.
- Strong knowledge of network infrastructure, server management, cloud platforms, and cybersecurity.
- Understanding of IT governance, data protection laws, and risk management practices.
- Bachelor's degree in Information Technology, Computer Science, or related field.
- Professional certifications (e.g., ITIL, CompTIA, Cisco, Microsoft, PMP) preferred.
- Minimum 5 years of experience in IT operations, with at least 2 years in a supervisory or managerial role.

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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