



VACANCY NOTICE

Assistant Legal Officer, Senior Counsel & Secretary to the Board

The National Insurance Board is inviting suitably qualified candidates to submit applications for the position of Senior Counsel.

Job Summary

To secure prosecutions under the National Insurance Act, Chapter 350, Statute Law of the Bahamas and maximize the intake of contributions. To conduct litigation in the magistrates and supreme courts. To act as Secretary to the members of the National Insurance Board.

Job Functions

- Prosecution of magistrate court cases in New Providence and the Family Islands.
- Litigation in the magistrates and supreme courts.
- Acting as the Secretary to the members of the National Insurance Board.
- Attend assigned Board/Committee Meetings and ensure accurate recording of proceedings (Minutes) including resolutions as requested.

Qualifications Required

This officer must be a Counsel or Attorney at Law with a minimum of five (5) years legal experience. Excellent interpersonal, verbal and written communication skills.

Application

Interested persons may apply by submitting a cover letter and resume, along with the necessary proof of qualifications marked private and confidential to the:

**Assistant Manager
Talent Management & Capacity Development
The National Insurance Board
Clifford Darling Complex
Nassau, Bahamas**

Or via E-mail: apply@nib-bahamas.com

Application Deadline: July 23, 2021