



# VACANCY NOTICE

## Assistant Manager – Public Relations Department

The National Insurance Board is inviting suitably qualified candidates to submit applications for the position of Assistant Manager, Public Relations Department.

### Job Summary

Assist with ensuring that the programs of The National Insurance Board are clearly and consistently communicated to both external and internal stakeholders by deploying effective public relations strategies and media channels. Assist with implementing strategies that align with the corporate strategic plan goals and support and strengthen the corporate brand and image.

### Responsibilities

1. Assist with the development and implementation of an effective public relations strategy that align with the corporate strategic goals, core mandate, mission, vision, values and priorities of The National Insurance Board to impact positively the external and internal public views of The National Insurance Board.
2. Prepare internal/external corporate materials/activities ensuring that they are standardized and conform to approved formats that support the corporate brand and image.
3. Assist with the development, execution and completion of all events/campaigns elements inclusive of scripting, brand look and feel, liaising with partners, vendors and stakeholders, budgeting, collateral placement, reports, etc.
4. Assist with coordinating all official functions, for example, ground-breakings, official openings, etc. of the Board. Assist with the coordination of internal functions when necessary.
5. Assist with updating and communicating information to respective stakeholders in a timely manner and in accordance with established policies, procedures and guidelines.
6. Assist with management of the Board's social media channels to ensure that accurate and timely information is disseminated effectively and efficiently.
7. Coordinate the Board's Speakers Bureau responsible for making presentations to the general public ensuring proactive engagements and that the team is properly trained and delivering a standardized message to the public regarding The National Insurance Board.
8. Assist with the corporate sponsorship initiatives and community outreach.

### Qualifications & Requirements

1. A Bachelor's degree in Marketing, Mass Communications or related field from an accredited university or college.
2. A minimum of five (5) years managerial/supervisory experience.
3. Excellent verbal and written communication skills.
4. Highly skilled in using social media and online platforms as well as software applications for various presentations.
5. Results driven with strong analytical and presentation skills with ability to effectively prioritize and multitask.
6. Working knowledge of NIB legislation, policies and procedures with emphasis on contribution collections/ benefits and assistance, claims processing and payments.
7. Proficient in corporate communications and advertising.
8. Experience with official event planning would be a plus.

### Application

Interested persons may apply by submitting a cover letter with the subject **Assistant Manager – Public Relations** and resume, along with the necessary proof of qualifications marked **private and confidential** to:

**Assistant Manager, Recruitment  
Human Resource Department  
The National Insurance Board  
Clifford Darling Complex  
Nassau, Bahamas**

Or via e-mail: [apply@nib-bahamas.com](mailto:apply@nib-bahamas.com)

**Date Issued: March 7, 2023**

**Application Deadline: March 24, 2023**



# VACANCY NOTICE

## **Clerical Coordinator III – Public Relations Department**

The National Insurance Board is inviting suitably qualified candidates to submit applications for the position of Clerical Coordinator III, Public Relations Department.

### **Job Summary**

Perform a broad range of graphic/design work, video and audio content production/editing, digital platforms maintenance and provide skilled clerical and administrative support to contribute to the Public Relations Department's delivery of quality service and the achievement of the organization's goals and objectives.

### **Responsibilities**

1. Communicate information internally and externally to promote knowledge and understanding of public relations matters and ensure that all stakeholders are adequately informed in a timely manner.
2. Assist with the assimilation and execute the dissemination of PRD electronic notices.
3. Monitor and respond to customer inquiries made through online platforms website and social media, etc.
4. Assist customers in obtaining information on NIB including its benefits and assistances.
5. Contribute to the development of effective communication and information systems to support the Department and the organization.
6. Newspaper daily sorting, monitoring and archiving.
7. Effectively respond to internal requests falling under Public Relations purview.
8. Maintain and manage electronic and physical records, materials, notices, documents, reports, photos, etc.
9. Design and prepare advertisements, notices, programmes, newsletter, booklets, brochures, etc. for the Board.
10. Update website backend functions. Ability to collect, and report web and social media data used to optimize digital platforms.
11. Produce, edit and encode audio/visual content as required.
12. Serve as photographer for the Public Relations Department.
13. Continuously monitor, review and update digital platforms content for accuracy and relevance.
14. Assist with the effective implementation of the department's activities/programmes.
15. Assist with obtaining quotes, order necessary signage in accordance with organizational policies and procedures.

### **Qualifications & Requirements**

1. An Associate of Arts degree in Business or related field or equivalent from an accredited university/college.
2. Must successfully complete all in-house training course (s) applicable to the position.
3. Excellent written and oral communication skills.
4. Excellent computer skills and proficiency with MS Office suite software and other analytical tools.
5. Good customer relations skills.

### **Application**

Interested persons may apply by submitting a cover letter with the subject **Clerical Coordinator III – Public Relations** and resume, along with the necessary proof of qualifications marked **private and confidential** to:

**Assistant Manager, Recruitment  
Human Resource Department  
The National Insurance Board  
Clifford Darling Complex  
Nassau, Bahamas**

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