



EXTERNAL VACANCY NOTICE

Assistant Manager—Investments Department

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

JOB SUMMARY

Assist with the administration of the Office of the Deputy Director-Investments and the Investments Department to ensure that services are provided in an effective and efficient manner.

RESPONSIBILITIES

1. Maintain the financial database for all investments made and relevant statistics for all areas in the Investments Department.
2. Assist with the development of the procedures and controls for the Investment Department including but not limited to Risk Management.
3. Analyze and make recommendations on new investment proposals.
4. Assist the Deputy Director - Investments in the smooth and efficient operation of the office by establishing priorities, acting on routine correspondence, and providing prompt and effective time-saving assistance.
5. Prepare quarterly commentary on the economy and investments held.
6. Review and perform analysis on the quarterly and annual financial statements of investments held.
7. Attend and report on periodic corporate/shareholder meetings of investments held (e.g., AGM, EGM, etc.).
8. Complete investment surveys as and when required.
9. Consolidate the month-end reporting for all areas in the Investments Department, including portfolio and benchmark return analyses, maturity timelines and portfolio reconciliations.
10. Prepare Investment Committee minutes as required.
11. Liaise with internal colleagues in other Departments for the provision of investment related information and the production of organization reports.
12. Work with external stakeholders, vendors, and service providers to fulfill obligations and requests in a timely and professional manner.

QUALIFICATIONS AND REQUIREMENTS

1. A Bachelor's Degree in Finance, Business Administration, Public Administration or equivalent from an accredited College or University.
2. A minimum of five (5) years of administrative/supervisory experience.
3. Strong oral and written communication skills.
4. A working knowledge of Microsoft Office Suites including but not limited to Microsoft Word, Excel, PowerPoint and Projects.

APPLICATION

Kindly apply by submitting a cover letter with the subject **Assistant Manager – Investments** and resume, along with the necessary proof of qualifications marked **private and confidential** to:

Assistant Manager, Recruitment
Human Resources
The National Insurance Board
Clifford Darling Complex
Nassau, Bahamas
Or via e-mail: apply@nib-bahamas.com

Date Issued: August 21, 2023

Application Deadline: September 1, 2023