



EXTERNAL VACANCY NOTICE

Position: Inspectors

Inspectorate Department

Applications are invited externally from suitably qualified candidates for the above position of Inspector in the Inspectorate Department of the National Insurance Board.

Job Summary

The Inspector ensures the highest level of compliance by employers & self-employed persons within his/her assigned geographical area consistent with the National Insurance Act, Regulations and established procedures.

Responsibilities

1. Ensure that all employers & self-employed persons within the assigned Area are registered with NIB.
2. Ensure that all assigned employers & self-employed persons are inspected at least once each year.
3. Complete at least twenty-five (25) inspections each month in consultation with the Executive Officer.
4. Ensure that Installment Agreements are properly established consistent with existing procedures.
5. Prepare all matters of non-compliance for prosecution in accordance with prescribed procedures.
6. Investigate & complete assigned I5, B46 & B80 forms within the prescribed timeframe.
7. Attain the established compliance level within the assigned area.
8. Complete all inspections of employers & self-employed persons thoroughly and, on a risk-sensitive basis.
9. Ensure that all delinquent accounts i.e. three (3) months or more in arrears, are contacted.
10. Prepare matters of non-compliance for legal action.
11. Examine the V-3 System & e-mails at the beginning of each workday to view any workflow or assignment for necessary action.
12. Prepare and submit all files for prosecution to the Executive Officer within twenty-four (24) hours of completion.
13. Ensure that all Installment Agreement files are thoroughly prepared and submitted consistent with established procedures and forward to the Executive Officer within twenty-four (24) hours of completion.
14. Report on tasks performed providing accurate statistics on a weekly basis.
15. Ensure that all employers & self-employed persons receive timely and professional service.

Qualifications and Requirements

- Minimum Bachelor's degree in Business Administration, Management or related field from an accredited educational institution;
- Ability to demonstrate a sound knowledge of The National Insurance Act & Regulations.
- Working knowledge of the NIB Inspector's Guide.
- Full appreciation of the Policies & Procedures of the National Insurance Board.
- Excellent analytical skills, oral and written communication skills.
- Computer literate.
- Must successfully pass any in-house training course(s) applicable to the position.

Application

Interested persons may apply by submitting a completed application form, along with the necessary proof of qualifications to:

**Attn: Human Resources Department
The National Insurance Board
Clifford Darling Complex
Nassau, Bahamas**

or via e-mail: apply@nib-bahamas.com

Issue Date: August 22, 2025

Application Deadline: August 29, 2025