

# THE NATIONAL INSURANCE BOARD

## VACANCY NOTICE



### **ASSISTANT LEGAL OFFICER LEGAL DEPARTMENT**

#### **Job Summary**

Provides guidance, mentorship, and day-to-day supervision to junior legal staff, or administrative support personnel as assigned. Assists in allocating work, reviewing outputs for quality and legal accuracy, and supporting professional development within the Legal Department. Promotes a collaborative, respectful, and high-performance work environment while ensuring adherence to organizational policies, ethical standards, and Board expectations.

#### **Responsibilities**

- Provide legal advice and opinions on The National Insurance Act and regulations and other supporting legislation.
- Supports governance and compliance functions.
- Draft, review, and negotiate contracts, agreements, memoranda of understanding; and preparation of legal correspondence.
- To have carriage of prosecutions (in New Providence and the Family Islands), make court appearances on behalf of NIB as necessary, ensure summonses are served, and provide legal assistance to both the Appeal and Medical Tribunals.
- Support litigation management, including preparing pleadings, coordinating with external counsel, reviewing affidavits, and conducting legal research.
- Review internal policies, procedures, and operational decisions for legal compliance and risk mitigation.
- Conduct statutory interpretation and prepare briefing notes for executive management and the Board.
- Assist with disciplinary and grievance proceedings, investigations, and hearings.
- Monitor legislative developments and advise on their impact on NIB's operations.
- Provide legal training and guidance to management and staff when required.
- Maintain accurate legal records and assist with document retention and governance compliance; and maintain a status listing of all matters under the Assistant Legal Officer's control;
- Compile statistics of all matters under prosecution, and before the civil courts including the Magistrate's Court, Supreme Court, the Court of Appeal and the Industrial Tribunal.
- To action any and all legacy items that remain outstanding for the provision of advice by the Legal Department across departments and to external stakeholders.
- Perform other legal duties assigned by the Legal Officer.

#### **Qualifications and Requirements**

- Bachelor's Degree in Law (LL.B.) from an accredited university or law school.
- Member in good standing of the Bahamas Bar, with a minimum of five (5) years post-call legal experience.
- Demonstrated experience in legal advisory services, preferably within a government, statutory authority, or regulated environment.
- Experience in litigation, statutory interpretation, policy review, or contract drafting and negotiation.
- Sound working knowledge of the National Insurance Act and Regulations, or the ability to quickly acquire such knowledge.
- Strong analytical, research, and legal writing skills.
- Effective organizational and interpersonal skills, including strong written and verbal communication abilities.
- Ability to manage multiple legal matters simultaneously and exercise sound professional judgment.
- Proficiency in Microsoft Word, Excel, and PowerPoint, and familiarity with legal document preparation.
- Working knowledge of the policies, procedures, and governance practices of the National Insurance Board would be an asset.
- Demonstrated initiative, sound judgment, and the ability to work independently while supporting the objectives of the Legal Department.

#### **Application**

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

[Apply@nib-bahamas.com](mailto:Apply@nib-bahamas.com)

**OR**

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

**Application Deadline:** March 27, 2026

**Only shortlisted applicants will be contacted.**