

# THE NATIONAL INSURANCE BOARD

## VACANCY NOTICE



### ASSISTANT MANAGER BUILDINGS AND FACILITIES FREEPORT LOCAL OFFICE

#### **Job Summary**

Represent the National Insurance Board on all assigned projects, ensure contractor compliance with approved designs, material specifications, and established standards of workmanship. Oversee, administer, and maintain a range of properties and facilities under the Board's management. Supervise technicians and collaborate with Senior Management, vendors, contractors, and relevant government agencies. Ensure the timely collection and approval of all utility bills and associated regulatory fees.

#### **Responsibilities**

1. Ensure that all risk associated with property is adequately insured, must have copies of all insurance contracts and ensure that all insurer/NIB comply with all terms/conditions.
2. Arrange and/or conduct daily, weekly, quarterly and annual inspections and document findings in accordance with the departmental guidelines and procedures; develop and maintain an ongoing evaluation program.
3. Assist with various coordination of project duties; project analysis, programming, site analysis, schedule and establish project objectives.
4. Prepare and review written proposals and negotiate pricing to optimize return on investments.
5. Oversea special projects, inspect completed works for conformance to specifications, applicable building codes and regulatory laws.
6. Must anticipate maintenance needs, recommend strategies, document the operations and forecast future spending based on facility records on operation and maintenance data.
7. Ensure that emergency procedures exist for each property to cover bomb threats, power failures, water interruptions, hurricanes, injury to person or illness, etc. based on departmental guidelines.
8. Produce and maintain facility manuals for each facility assigned based on departmental guidelines.
9. Responsible for the day-to-day maintenance of the assigned premises with focus on the site, structural, mechanical and electrical features, building safety, security, and functional adequacy.

#### **Qualifications and Requirements**

- A Bachelor's Degree in Business Administration, Business Management (Engineering preferred), or equivalent from an accredited College or University.
- A minimum of five (5) years relevant experience in a technical environment.
- Must be knowledgeable about ordinances, requirements and laws applicable to facilities and should be able to determine operation and maintenance activities and considerations of their environmental impact.
- Good oral, written and communication skills.
- Working knowledge of construction document, materials, Mechanical and Electrical system and codes and the regulations that govern them.
- Good knowledge and understanding of the facility life cycle.
- Good knowledge and understanding of planning.
- Good knowledge and understand of budgeting.
- Good knowledge of source of products and service.

#### **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 20, 2026

**Only shortlisted applicants will be contacted.**