

# THE NATIONAL INSURANCE BOARD

## VACANCY NOTICE



### **SENIOR MANAGER BUILDINGS & FACILITIES DEPARTMENT**

#### **Job Summary**

To play an instrumental role to assist in the success and operation of the Buildings & Facilities Department, applying knowledge and experience in facility management and building construction. To represent the National Insurance Board on all projects undertaken and to ensure contractor's compliance, project design, materials specification and to ensure consistent standards of workmanship.

#### **Responsibilities**

1. Assist with coordination of project duties: perform project analysis, programming, site analysis, scheduling and establishing project objectives.
2. Coordinate and manage Construction, Facilities and Building Operations Projects.
3. Participate in the conceptual, schematic and design development phases of a project.
4. Assist with the preparation of contract documents including all drawings, specifications, and reports.
5. Write specifications, compile AutoCAD drawings and obtain competitive estimates/quotations for builders' work to be carried out.
6. Inspect construction projects to ensure that structural and architectural competent are in compliance with building and fire codes.
7. Provides onsite inspections during construction to ensure that design intent, quality and client's expectations and schedule are met.
8. Perform other essential duties as assigned or defined by company objectives.

#### **Qualifications and Requirements**

- Bachelor's Degree in Project Management/Architecture/Construction Management or equivalent from an accredited College or University.
- A minimum of seven (7) years experience in an administrative/supervisory capacity.
- Experience managing project timelines, budgets, and evaluations.
- Knowledge of construction terminology, laws, regulations and ordinance governing area of assistance.
- Effective organizational and interpersonal skills including written and verbal communication skills.
- Ability to work under pressure with interruption and challenging deadlines.
- Obtain necessary certifications.
- Comprehend and apply technical information.
- Physical ability to perform essential job functions.

#### **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.**