



INSURANCE COMMISSION
OF THE BAHAMAS

is seeking to fill the vacancy for

REGISTRY SUPERVISOR
Registry & Document Management Unit

Key Responsibilities:

- Assists the manager in developing and implementing documents and records management policies, procedures, and guidelines;
- Provides recommendations for the design and maintenance of the document and records management system in alignment with operational and legal requirements;
- Oversees document/record classification, indexing, and storage needs to ensure the efficient and effective day-to-day operation;
- Ensures that records are maintained and disposed of in accordance with ICB's records retention schedule and disposal policies;
- Coordinates and liaises with departments on a day-to-day basis, to ensure full compliance is being achieved as it relates to the handling of documents and records;
- Oversees the process of record archival storage and/or disposal in accordance with the retention schedule and disposal policy, to ensure that records are destroyed in a secure and confidential manner in alignment with policies and procedures.
- Assists the manager in conducting audits of document and records management practices to identify and mitigate risks that may impede proper functioning of the Unit;
- Assist in ensuring that the processing of all documents and records are following policies and practices and relevant legislation including data protection and privacy legislation;
- Oversees and manages access for authorized personnel to the Unit, while ensuring confidentiality, implementing and monitoring security measures to protect sensitive information;
- Liaises with IT on a need-to basis to ensure that the electronic solution is functioning correctly and remains up to date;
- Makes recommendation to manager with regards to the training needs of team members within the Unit;
- Acts as a point of contact for document and records inquiries and provides sound advice to resolve issues and related matters;
- Ensures that all documents and records are appropriately managed and maintained in alignment with policies and procedures and best practices;
- Assists the manager in preparing all reports on the operations of the Unit as required.

Education and Experience Requirements:

- Bachelor's Degree in the areas of studies: Business Management, Records Management, Library Science or a similar discipline;
- Five (5) years' work experience at a supervisory level and leadership experience in a registry;
- Knowledge of MS 365 Suite (Word, Excel);
- Records Management Certification would be a plus - (RIM (Records and Information Management, IGP (Information Governance Professional), CRM (Certified Records Manager) and the CIP (Certified Information Professional)).
- Maintains high integrity, professionalism and confidentiality;
- Demonstrates excellent time-management skills;
- Exhibits adaptability, enthusiasm and collaboration with a desire to support others and deliver excellent customer service;
- Demonstrates excellent organizational, communication, and analytical skills;
- Demonstrates proficiency in MS 365 suite;
- Exhibits a keen knowledge of legal and regulatory records management;
- Demonstrates a proficiency in records management software and systems.

Deadline: Friday, September 13, 2024

Interested persons should submit their resumes via email to hr@icb.gov.bs

Only shortlisted applicants will be contacted.



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