



CAREER OPPORTUNITY

DEPUTY DIRECTOR, COMPLIANCE, CONTRIBUTIONS & INVESTMENTS PORTFOLIO MANAGEMENT

The National Insurance Board ("NIB" or "the Board"), which is responsible for the management of the social security program for The Bahamas, seeks to employ a highly qualified strategist to oversee and manage the Compliance, Contributions, and Investment Portfolio. The Deputy Director for Compliance, Contributions, & Investment Portfolio Management ("the Deputy Director") will be responsible for planning, coordinating, and effectively overseeing the strategic direction of the Compliance and Contribution Divisions. As the investments lead, the Deputy Director will be required to bring a high-level of financial market insights and achieve the investment goals of the organization, which includes increasing investments to enhance the performance of NIB's investment portfolio, while ensuring alignment with the mission and financial objectives of the organization and minimizing risk.

Essential Duties – Compliance, Contributions, & Inspectorate:

- Exert robust leadership and managerial abilities.
- Provide strategic leadership and oversight for employer registration, contribution collection, and compliance enforcement, ensuring full alignment with the National Insurance Act, related regulations, industrial agreements, and policies approved by the Board.
- Provide executive leadership and accountability for the Inspectorate, including workforce planning, nationwide deployment, supervision frameworks, performance management, and the consistent application of inspection and enforcement standards.
- Establish and maintain robust governance frameworks, internal controls, and risk management practices to safeguard the accuracy, integrity, and consistency of contributor, employer, inspection, and contribution data across all systems and offices.
- Direct and oversee risk-based inspection, audit, and field enforcement activities, to promote voluntary compliance, detect and address non-compliance, manage arrears, and protect the financial sustainability of the National Insurance Fund.
- Oversee engagement, communication, and enforcement strategies with employers and self-employed persons, to resolve issues related to registration, contribution accuracy, underpayment, non-payment, and anomalies, supported by clear escalation and resolution protocols.
- Monitor contribution revenue performance, to ensure collection targets are achieved, and lead continuous improvement, modernization, and capability-building initiatives across compliance, contributions, and inspectorate functions, leveraging data analytics, technology, and cross-functional collaboration.
- Lead initiatives to ensure accurate crediting of contributions to safeguard members' access to both short-term benefits (e.g., sickness, maternity, unemployment, funeral) and long-term benefits (e.g., retirement, invalidity, survivors' benefits).
- Ensure all employer contribution records are posted to individual accounts timely (in accordance with NIB service level agreements) and accurately.
- Establish and monitor quality control checkpoints to detect and correct posting errors before finalization.
- Oversee the reconciliation of contribution batches with employer submissions.
- Identify, investigate, and advise on any anomalies, inconsistencies, or irregularities in data provided by employers for contribution record posting (e.g., mismatched insurable earnings, incorrect employee NIB numbers, missing periods).
- Develop and issue formal advisory reports to the Director, compliance units, or employer services as needed.
- Recommend process improvements or system enhancements to reduce recurrence of data anomalies.
- Lead and manage the Contributions Division and a team of contribution officers, data entry staff, and quality assurance personnel.
- Set performance targets for posting accuracy and turnaround times.
- Mentor, train, and develop team members to ensure high performance and career progression.
- Conduct periodic performance evaluations and address staff development needs.
- Collaborate with the Information Technology division to ensure contribution systems are functioning optimally and generating accurate posting results.
- Ensure all contribution posting activities comply with the *National Insurance Act (Bahamas)* and related regulations.
- Maintain up-to-date standard operating procedures (SOPs) for contribution record posting.
- Prepare and present monthly executive reports on posting timeliness, accuracy rates, anomaly trends, and team performance.
- Liaise with employer services, legal, and compliance divisions regarding systemic employer reporting issues.
- Serve as the NIB's subject matter expert on contribution record posting matters.

Essential Duties – Investment Portfolio Oversight

- Exert robust leadership and managerial abilities.
- Provide strategic oversight of the Board's investment activities, ensuring alignment with approved investment policies, financial objectives, and risk tolerance, while maintaining compliance with statutory limits and globally accepted investment and accounting standards.
- Oversee the management and optimization of the Board's investment portfolio, including asset allocation, diversification, and risk-return balancing, to support long-term financial sustainability.
- Monitor portfolio performance, conduct regular risk assessments and due diligence on all investments, and recommend adjustments to strategy as market conditions, regulatory requirements, or organizational objectives evolve.
- Stay abreast of economic conditions, regulatory developments, and industry trends that may impact the Board's investment strategy and financial position.
- Liaise with the Director of NIB, the Investments Committee of NIB, and other relevant stakeholders, to maintain oversight of statutory exposure limits with financial institutions and prepare management, compliance, and risk reports.

Minimum Qualifications and Requirements:

- A Master's degree in Finance, Economics, Accounting, Business Administration, Public Administration, Risk Management, or a related discipline, with a minimum of ten (10) years of progressive senior leadership experience in a regulated, complex, or revenue-driven organization.
- CFA or CPA designation is required, as well as extensive understanding of best practices and international investment markets.
- Proven experience providing strategic oversight of investment portfolios or financial assets, including policy adherence, risk assessment, performance monitoring, and engagement with investment advisors or managers, rather than sole reliance on transactional investment execution.
- Demonstrated leadership in managing large, multi-disciplinary teams, including field-based or enforcement staff, with experience in workforce planning, performance management, accountability frameworks, and unionized or regulated environments considered a strong advantage.
- Strong track record in establishing governance frameworks, internal controls, and compliance mechanisms that support transparency, accountability, and statutory adherence across revenue, enforcement, and financial functions.
- Experience in policy development, interpretation, and implementation, with the ability to balance operational realities, legislative requirements, stakeholder interests, and organizational objectives.
- Demonstrated capacity to work effectively with Boards of Directors, executive leadership, regulators, unions, employers, and external stakeholders, providing clear reporting, professional judgment, and sound recommendations.
- High level of integrity, discretion, and professional judgment, with a proven commitment to ethical leadership, institutional neutrality, and public trust.

This recruitment exercise is being conducted by Deloitte on behalf of The National Insurance Board. Qualified candidates are to submit their resumes or curriculum vitae by email to cvbahamas@deloitte.com.

The deadline for submission is **Monday, 25 May 2026**, and should include in the subject line, the reference **NIB Compliance & Investments**.