



## **EMPLOYMENT OPPORTUNITY SECURITIES COMMISSION OF THE BAHAMAS**

The Securities Commission of The Bahamas, a statutory agency responsible for the oversight, supervision and regulation of investment funds, securities and the capital markets, in or from The Bahamas, as well as the supervision of financial and corporate service providers, invites applications from qualified individuals for the following position:

### **SENIOR OFFICER – INVESTOR EDUCATION/COMMUNICATIONS DIVISION OFFICE OF THE EXECUTIVE DIRECTOR**

This position reports to the Manager of the Investor Education/Communication Division, Office of the Executive Director and provides supervisory support to the Manager of the Division and in their absence has assigned delegated supervisory functions.

#### **Principal Responsibilities**

- Draft/Edit/Proof communications including policies, procedures, articles, press releases, public notices, advertisements, social media notices and posts, special remarks, speeches and presentations
- Assist with the production of the Commission's annual report and other regulatory or statistical publications, including layout and design, production and distribution
- Support the execution of the Commission's investor education initiatives, including through developing and implementing initiatives and special projects, monitoring and analysing effectiveness of initiatives, reporting results, and making presentations on fundamental financial literacy/investor education topics
- Lead on and manage assigned special projects, and assist with the high-level management of Commission-wide projects
- Develop and implement detailed work plans with concrete activities to realize the goals and objectives of the Division
- Prepare and provide statistical and trend analysis for the development of external and internal reports
- Assist in the maintenance and ongoing development of the Commission's electronic media presence, including via the Internet/SCB website and on social media
- Provide input to the development of the Division by assisting in the training, supervision and mentoring of junior staff within the Division
- Any other duties or projects assigned by the manager from time to time

#### **Knowledge/Skills**

- General knowledge about the Securities Commission of The Bahamas and its role, the legislative and regulatory framework it administers, the capital markets, and the Bahamian financial services industry
- Proficiency in Microsoft Office suite (strong proficiency in Microsoft Word)
- Proficiency in Adobe Creative Cloud suite a bonus
- Strong communication skills (oral, written and visual/graphic)
- Strong analytical skills
- Strong research skills
- Strong organizational skills

- Ability to work independently

**Critical traits:**

Creativity, solutions orientation, team player

**Qualifications/Experience**

Bachelors/Master's Degree – Business Administration, Economics, Finance, Law, English, Communications or equivalent.

3-5 years relevant experience

**Compensation and Benefits**

Competitive salaries and benefits offered

**Contact Information**

**Manager, Human Resources Department**

**Securities Commission of The Bahamas**

**Tel: (242) 397-4100**

**Fax: (242) 326-4802**

**E-mail: [hrm@scb.gov.bs](mailto:hrm@scb.gov.bs)**

**Deadline for applications: Friday 22 March 2019.**