



EMPLOYMENT OPPORTUNITY

SECURITIES COMMISSION OF THE BAHAMAS

The Securities Commission of The Bahamas, a statutory agency responsible for regulating and overseeing investment funds, securities, financial and corporate service providers, digital assets and registered exchanges, carbon credit trading, and the capital markets in The Bahamas, invites applications from qualified individuals for the following position:

SENIOR OFFICER, RECORDS MANAGEMENT – ADMINISTRATION DEPARTMENT

We seek to hire a full-time Senior Officer, Records Management, within the Administration Department. The Senior Officer, Records Management is responsible for maintaining the Commission's Registry, including both physical and electronic filing systems that houses licensee and registrant information and managing that information as a resource.

Duties/Responsibilities:

- Maintains ongoing responsibility of upholding standards that protect records and information from unauthorized access, loss, destruction and corruption.
- Evaluate and make recommendations to improve systems that monitor the movement of files/ records.
- Maintain an up-to-date Registry and Filing Procedural Manual.
- Prepare monthly reports regarding the Registry's activities.
- Contribute to the identification and documentation of procedures, policies and practices that promote information governance, reliability and integrity.
- Maintain the tracking systems that monitor the movement of (active & archived) records and files.
- Assist in the maintenance, improvements and support training of the Commission's Enterprise Document Management System (OnBase), and any integrations with other systems.
- Contribute and assist in the formulation, implementation and review of all Records Management policies and procedures.
- Accurately record, file and distribute all inward and outward correspondence including mail, faxes, email and internal correspondence.
- Implement the Commission's record retention requirements as outlined in the legislation it administers, as well as other relevant legislation such as data protection laws, into policies and procedures.
- Keep abreast of industry standards and best practices regarding record and information management and integrate such aligned standards and practices into the Commission's regulatory and business needs.
- Assist in upholding standards that protect records and information from unauthorized access, loss, destruction and corruption are upheld on a consistent basis.
- Train internal users on Records Management systems and processes.
- Maintain oversight of the Resource Centre and report on activities.

- Help to resolve and prevent conflicts.
- Assist with any other duty assigned by the manager of the department.

Qualifications/Experience:

- 2-3 years' experience in a similar position.
- Bachelor's degree or professional certification, preferably in Records Management or Library Sciences.

Compensation and Benefits:

Packages are competitive with the market.

Interested persons should submit their applications no later than **17 October 2026** to:

Senior Manager, Human Resources Department

Securities Commission of The Bahamas

Tel: (242) 397-4100

E-mail: hrm@scb.gov.bs

Website: www.scb.gov.bs