



The National Insurance Board  
of Trinidad and Tobago

# CAREER OPPORTUNITY

## Executive Director

To efficiently and effectively manage the operations of the National Insurance System, consistent with the National Insurance Act, other statutory requirements and the Policies and directives of the National Insurance Board of Trinidad and Tobago.

### MAIN DUTIES INCLUDE -

- Lead, direct and co-ordinate the development of business plans, annual budgets and annual reports;
- Accountable to the Board for the overall management of the National Insurance System (NIS), and for the execution of the decisions and implementation of the policies of the Board;
- Direct and manage the activities of all the functional areas within the NIBTT, through the intermediate supervision of the Deputy Executive Director and Business Units Heads;
- Provide Liaison between the NIBTT and the Line Minister, Regional and International Organisations and stakeholders of the National Insurance System;
- Set performance standards for Business Units Heads annually, and evaluate and report to the Board the performance and operations of the National Insurance System.

### QUALIFICATIONS AND EXPERIENCE -

- MBA or comparable Post Graduate qualification;
- At least ten (10) years management experience at Executive level in a financial service-oriented organisation.

### SPECIAL SKILLS AND KNOWLEDGE -

- Ability to effectively manage a team of professional staff;
- Highly developed organisational, interpersonal and communication skills;
- Sound knowledge of the organisation's business environment;
- Ability to lead discussions towards the formulation, articulation and implementation of the organisation's business strategies and plans;
- Good understanding of the fundamentals of the local and regional economy, and relevant global economic and financial issues.

### Executive Manager, Investments

To ensure that the investment portfolio of the National Insurance Board of Trinidad and Tobago is managed in a prudent manner in order to realise targeted returns at a minimum level of risk and in accordance with the Board's policies, procedures, strategic objectives, business plans, statutory requirements, generally accepted industry norms and established rules of professional conduct and practice.

### DUTIES AND RESPONSIBILITIES -

- Manage the NIBTT's Investment Portfolio with a view to realizing the Board's risk adjusted returns;
- Formulate an appropriately tailored Investment Policy Statement (IPS) for consideration and approval by the Board and ensure its periodic amendment to reflect changes in market conditions and the NIBTT's specific needs and circumstances;
- Drive the development, formulation implementation and monitoring of the NIBTT's investment strategies in relation to asset allocation and selection of individual securities consistent with the approved IPS;
- Ensure that proper systems and procedures are in place to periodically evaluate and report on the performance of the investment portfolio;
- Participate in management decision-making processes as a member of NIBTT's Executive Management Team;
- Serve as ex-officio member of the Investments Committee and other standing or ad hoc internal committees as directed by the Executive Director;
- Ensure the Investments Business Unit is adequately provided with all equipment, operating system supplies, information and physical amenities necessary for the efficient and effective conduct of the Unit's business and the maintenance of a safe, comfortable and healthy work environment.

### QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE -

- CFA holder or appropriate post graduate degree in accounting and/or finance;
- A minimum of five (5) years' experience in the management of institutional investment portfolios of a size not less than US\$1 B with demonstrated proven capacity to conduct a comprehensive portfolio management process.

### Executive Manager, Insurance Operations

To provide vision and leadership in the delivery of customer focused quality social insurance products and services in accordance with the National Insurance Act and the Board's strategic objectives.

### DUTIES AND RESPONSIBILITIES -

- Manage the NIBTT's Insurance Operations Portfolio with a view to ensuring that performance standards are achieved in the delivery of social insurance products and services;
- Formulate, recommend, implement and update policies to improve the administration of the National Insurance System;
- Ensure that proper systems and procedures are in place to periodically evaluate and report on the performance of the NIBTT's Insurance Operations;
- Participate in the review and operational appropriateness of National Insurance legislation and make required amendments;
- Participate in management decision-making processes as a member of NIBTT's Executive Management Team;
- Serve as Chairman or Member of standing, on ad hoc internal committees and represent the Board on external committees and bodies in promoting acceptance and implementation of strategic changes to social insurance administration,;
- Ensure the Insurance Operations Business Unit is adequately provided with all equipment, operating system supplies, information and physical amenities necessary for the efficient and effective conduct of the Unit's business and the maintenance of a safe, comfortable and healthy work environment.

### QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE -

- Post Graduate Degree in Social Sciences, Business Administration or professional qualification in Insurance Administration or equivalent;
- A minimum of five (5) years' experience at a senior level in Insurance or a related field with demonstrated experience in managing a network of office branches/centres. Specialised knowledge of Social Insurance principles and operations would be an asset.

Applications should be submitted on or before October 17, 2013 to -  
dmillette@nibtt.net or Corporate Secretary; 2A Cipriani Boulevard, Port of Spain



The National Insurance Board  
of Trinidad and Tobago



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