



Association of Bermuda Insurers & Reinsurers

The Association of Bermuda Insurers and Reinsurers (ABIR) represents more than twenty of Bermuda's global property and casualty commercial insurers and reinsurers. Its goals are to promote the insurance and reinsurance industry in Bermuda and to represent the interests of ABIR's members on matters of regulation and public policy both internationally and locally.

The Association invites applications for the position of:

Public Policy and Regulatory Affairs Analyst

Reporting to the ABIR Director of Policy and Regulation and Corporate Secretary, ABIR are looking for the right individual to conduct research and analysis on regulatory and public policy issues and provide general support to ABIR's Executive Staff and Committees.

Essential Duties and Responsibilities:

- Participate, network, and arrange meetings with various individuals and associations, governmental committees and other bodies in Bermuda
- Research and advise on public policy issues on Bermuda's Regulatory and Supervisory Standards
- Conduct other public policy and legal research as necessary for achievement of ABIR goals. Key topic areas include developments in insurance regulation in Bermuda, the US, the EU and the International Association of Insurance Supervisors (IAIS)
- Regularly research and write bulletins to ABIR members and provide staff support to ABIR board and committees including preparation of agendas and minutes
- Provide support and assistance to manage ABIR Hamilton office and perform necessary finance, office and association functions

Qualifications, Education and/or Experience:

- Bachelor's degree from accredited college or university, preferably in the field of law, finance, political science, insurance or economics
- Minimum of five years' related work experience or equivalent
- Knowledge of insurance and reinsurance industries; Bermuda government operations; and the Bermuda Monetary Authority's regulatory framework
- Ability to adhere to strict deadlines and work with minimal supervision
- Excellent written and oral communication skills
- Advanced experience with Microsoft Office tools is essential

Competencies:

- Ability to communicate comfortably and diplomatically with internal and external contacts
- Demonstrate ability to cultivate positive relationships with senior personnel, government officials and media contacts and devote energy to the same
- Task-oriented worker with the ability to prioritize projects, think spontaneously and work outside of normal business hours
- Must demonstrate an appreciation for the synergy that teamwork can provide and be open to share resources at all times, in order to work collaboratively towards the achievement of ABIR's goals
- Sound organizational skills and attention to logistical details

Applications with a resume, references and evidence of qualifications may be submitted for consideration by e-mail to Suzanne Williams-Charles, Director of Policy and Regulation and Corporate Secretary, Association of Bermuda Insurers and Reinsurers at: suzanne.williams-charles@abir.bm.

This advert is not intended to solicit applications which will require a Bermuda work permit application.

Closing Date: July 1, 2019