



REQUEST FOR EXPRESSIONS OF INTEREST

ASSOCIATE ATTORNEY



Government Digital Transformation to Strengthen Competitiveness: Associate Attorney

Country: The Commonwealth of The Bahamas

Supporting Institution: Inter-American Development Bank

Programme: Government Digital Transformation to Strengthen Competitiveness

Project Number: BH-L1045

Loan Number: LO-4549 / OC-BH

Sector: Reform / Modernization of the State

Sub-Sector: E-Government

Deadline: 26th February, 2024

Post: Associate Attorney

Post Location: Nassau, Bahamas

Reports to: The Legal Specialist

The Government of the Commonwealth of The Bahamas (GoBH) has received financing from the Inter-American Development Bank (IDB), toward the cost of the Government Digital Transformation to Strengthen Competitiveness and intends to apply part of the proceeds for the consulting services of an **Associate Attorney**. The consulting services ("the Services") includes the provision of legal support across the Project. Duties shall consist of the conduct legal research, preparation of opinions, participation in the negotiation and drafting of contracts and providing training on legal and compliance matters to non-legal functions. The Associate Attorney shall assist the Legal Specialist in ensuring that project initiatives are achieved and or accomplished. The contractual position is twelve (12) months renewable based on satisfactory performance.

Main responsibilities include:

- Assist the Legal Specialist with the drafting of legal contracts and other documents;
- Conduct legal research to identify gaps in legislation on topics such as citizen centered government services, digital identity and interoperability platforms;
- Participate in the drafting and development of legislation, regulations, policies, guidelines, advisories, directives, and procedures regarding the project initiative;
- Assist in reviewing legal material and any other relevant documents
- Provide legal support to simplify and digitize government procedures
- Provide written and oral advice, in particular advice on topics such as information and communications technology and cybersecurity laws;
- Prepare and present responses, facts, opinions, presentations and draft decisions for consideration and adoption;
- Participate in the creation of legal strategies and courses of action to meet project needs, in particular the impact of new or proposed legislation;
- Assist with training on matters of law and compliance
- Assist with stakeholder engagement around draft legislation, and policies
- Assist with coordinating the drafting of procurement documents (e.g. TORs and RFPs)
- Collaborate with and support other departments with their contracting and engagement needs;
- Support internal team components with legal queries and generally build a responsive and transparent relationship with the team; and
- In addition to the duties required above, you may also be required to complete tasks that are reasonably within scope and considered acceptable by industry standards.

The successful candidate should have the following

- Bachelor of Laws Degree
- Minimum of five years call to the Bar of The Commonwealth of The Bahamas
- Minimum of five years' experience working as Legal Counsel
- Experience with legal research, opinion writing and drafting legal instruments
- Must be able to resolve difficult problems, use analytical judgement, and must be able to read and understand a high volume of legislation
- Experience working within the ICT industry is preferred



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The candidate should also: -

- Demonstrate the ability to render and communicate legal advice including, prepare and present responses, facts, and/or opinions.
- Demonstrate the ability to organize, prioritize and gather information for workload demands
- Demonstrate the ability to work independently with limited supervision
- Possess excellent organizational and planning skills, with the ability to handle multiple projects simultaneously
- Exhibit strong interpersonal and communication skills; able to clearly and concisely communicate legal matters to non-lawyers
- Pay outstanding attention to detail
- Work with integrity and have a sound ethical background

- Demonstrate the ability and desire to work collaboratively with senior-level professionals and function well in a team environment.

The Ministry of Economic Affairs now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Further information can be obtained by E-mail:

DTUPROUREMENT@bahamas.gov.bs

Individuals will be selected in accordance with the IDB's Policies for the Selection and Contracting of Consultants financed by the IDB, and it is open to all eligible Individuals as defined in these policies. All CVs and qualification documents must be submitted Re: **Associate Attorney** to E-mail: DTUPROUREMENT@bahamas.gov.bs on or before **26th February, 2024 at 5:00 p.m.**

ONLY SHORT-LISTED INDIVIDUALS WILL BE CONTACTED