



REQUEST FOR EXPRESSIONS OF INTEREST

PROJECT MANAGER



Government Digital Transformation to Strengthen Competitiveness: Project Manager

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: 6th February, 2024

Post: Project Manager

Post Location: Nassau, Bahamas

Reports to: The Programme Manager

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 a **Project Manager**. The consulting services ("the Services") includes working directly with the Project Execution Unit to manage projects related to the transformation and digitization of government services. The contractual position is twelve (12) months renewable based on satisfactory performance.

Main responsibilities include:

- Under the direction of the Program Manager, managing projects assigned in compliance with objectives outlined in the loan proposal document
- Supporting the Program Manager in the development and/or implementation of appropriate procedures for the inspection, monitoring and performance evaluation of the work of consultants, contractor and partners, and ensuring that works and services are satisfactorily delivered in accordance with scope of work and contract specifications
- Effectively communicating the goal and project status to stakeholders through presentations, reports, or workshops as needed
- Ensuring that project deliverables are achieved on time, within budget and to the desired level of quality
- Executing the processes related to the five (5) process groups defined by PMBOK Methodology (Initiating, Planning, Executing, Monitoring & Controlling and Closing)
- Leading, organizing and managing all project team members assigned to given projects
- Ensuring that weekly project reports are submitted to the Program Manager and the Monitoring and Evaluation Specialist
- Escalating to the Program Manager and notifying the Monitoring and Evaluation Specialist of all issues impacting assigned Project(s) and recommending corrective action
- Producing and maintaining standard project management documents (Charters, Plans, Schedules, Estimates, Change Control documents, Presentations, Reports, RAID Logs, Lessons Learned, etc.)
- Collaborating with the Monitoring and Evaluation Specialist, ensuring that proper and ongoing risk identification, classification, and management occurs
- Obtaining required project approvals
- Reviewing and providing feedback on requirements specifications, scope of work and solution design documents
- Scheduling, convening and leading project meetings, collaborating with vendors and stakeholders on action items and ensuring task timelines are met
- Recording and communicating meeting action items and tasks
- Collaborating with all Team Leads (Specialists) and providing timely project updates
- Ensuring project documents are shared with Specialists as necessary
- Preparing and submitting status reports on a consistent and timely basis
- Supporting multiple projects simultaneously while meeting tight deadlines
- Performing other duties as required



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The successful candidate should have the following

- A minimum of a Bachelor's Degree in Computer Information Systems, Engineering, Mathematics, Business Management/Administration or Marketing, or related field
- At least five (5) years of work experience in ICT or Business Management
- At least three (3) years demonstrating the ability to utilize standard tools and techniques of project management
- At least two (2) years' experience in the management of digitization or organizational restructuring projects within a diverse cultural and multi-disciplinary organization or system or Public Service
- Excellent analytical, communication, conflict management, project management, and organizational skills would be an asset
- Project management certifications and courses by recognized organizations are a plus

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: **Project Manager** to E-mail: DTUPROUREMENT@bahamas.gov.bs on or before **6th February, 2024 at 5:00 p.m.**

ONLY SHORT-LISTED INDIVIDUALS WILL BE CONTACTED