

**ADVERTISEMENT**

**OFFICE OF THE PRIME MINISTER**  
**Department of Transformation and**  
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**Circular No. 003**  
**of 2020**

**FILE NO. OPM/DTD/**

**8 June 2020**

**TO: ALL PERMANENT SECRETARIES AND HEADS OF DEPARTMENT AND OFFICERS WITH RESPONSIBILITY FOR HUMAN RESOURCE MATTERS**

It should be brought to the attention of all officers and posted on a notice board until after the closing date for receipt of applications.

**OFFICE OF THE PRIME MINISTER**  
**DEPARTMENT OF TRANSFORMATION AND DIGITIZATION**  
**DIGITIZING WHOLE OF GOVERNMENT (WOG)**  
**VACANCIES FOR OFFICER TO PERFORM THE DUTIES OF BUSINESS ANALYST (RESEARCH)**

**Background:**

The Government of The Bahamas is embarking on a number of initiatives that require a change in the way Public Officers interact with each other, the private sector, quasi-Government agencies and the client. These are exciting times to be working in the Public Service and we are seeking persons to operate as Business Analyst (Research).

This Business Analyst would engage in research on various policies affecting/impacting the Public Service as we move towards digitalization. Critically analyze the data and prepare reports on the findings. This will mean engaging with the literature, the public, the public officer and the Unions. The Officer engaged as a BA must be confident, responsible and reliable, be able to interact with staff, the Ministries and Agencies, the Private Sector and the general public. He/She must have excellent research skills.

Successful applicant must be a team-player and expected to have initiative, excellent communication skills (verbal and written), excellent computer skills in several Microsoft applications and the use of the Internet. Must be able to work with limited supervision and have initiative.

**Requirements of the post:**

- A minimum of a Bachelor's Degree. Communications, English Language or History, Public Administration/Management, or related field are preferred.
- A minor in Public Relations, Marketing or Psychology (if not a degree) would be an asset.
- A minimum of ten years of experience in the Public Service.

- A working knowledge of Information and Communications Technology.

**Required skills/competencies:**

The officer should have demonstrated excellent organizational and communications skills (written, listening and verbal), team-building skills as the Public Service is a diverse cultural and multi-disciplinary background, and should have the ability to use networking skills. He/She should have excellent research skills and be flexible, exhibit initiative and have the ability to think strategically and innovatively. He/She should have an understanding of public administration, organizational change and policies.

**Specific Duties and Responsibilities of the post include (among others):**

- Researching comparative and progressive jurisdictions or countries for transformative ICT or Public Service legislation, policy and implementation processes;
- Interacting with public officers at all levels and with Academia, the Private Sector and NGOs;
- Conducting literature reviews of Academic Papers and other pertinent material;
- Making accurate comparisons of policies, literature, systems in Public Services around the Region and internationally;
- Preparing articles and documents for dissemination and material for the web-site;
- Creating and conducting surveys on client/public officer' needs and satisfaction;
- Drafting new policies in line with the new or amended legislation;
- Collecting, organizing and analyzing data;
- Verifying information gleaned from various sources and recommending usage;
- Writing valid recommendations to address specified or pertinent issues/challenges;
- Maintaining accurate data and records, digitally;
- Organizing meetings with Digitization committees;
- Travelling as necessary;
- Maintaining the currency of the web-site;
- Communicating with sectors using various forms of social media;
- Organizing meetings, and workshops and training sessions for stakeholders;
- Assisting with strategy and planning meetings;
- Working closely with the Legal Counsel and Change /Communications Specialist;
- Preparing and disseminating agenda and minutes;
- Preparing reports regularly;
- Any other jobs as assigned.

Serving officers must apply through their Heads of Department.

Curriculum Vitae must be submitted to the **Department of Transformation and Digitization**, Cecil Wallace-Whitfield Centre, West Bay Street via eMail address: [opmodernizationunit@bahamas.gov.bs](mailto:opmodernizationunit@bahamas.gov.bs). They should be returned complete with certified copies of academic qualifications not later than **5:00p.m. on 26 June 2020**.

**Permanent Secretary**