

## **ADVERTISEMENT**

**OFFICE OF THE PRIME MINISTER**  
**Department of Transformation and**  
**Digitization**  
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**Circular No. 002**  
**of 2020**

**FILE NO. OPM/DTD/**

**8 June 2020**

**TO: ALL PERMANENT SECRETARIES AND HEADS OF DEPARTMENT AND OFFICERS WITH RESPONSIBILITY FOR HUMAN RESOURCES 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 (DTaD)**  
**DIGITIZING WHOLE OF GOVERNMENT**  
**VACANCIES FOR OFFICERS TO PERFORM THE DUTIES OF**  
**BUSINESS ANALYST / PROJECT MANAGER**

**Background:**

The Bahamas is embarking on a major digital transformation initiative with the objective of improving how the Government does business with its citizens and customers as well as strengthening competitiveness regionally and globally. The initiative is focused on streamlining government procedures, deploying electronic back office and front office solutions, as well as providing services online. To realize this, there has to be institutional capacity for deployment and support of a digital government. As the central Information and Communications Technology agency for The Bahamas, DTaD is tasked with supporting over 60 Government agencies and currently needs to increase capacity to close the skills gaps in order to meet this transformation through technology.

There are four (4) main units in the DTaD structure: (i) Planning and Governance (ii) Business Solutions, (iii) Operations and (iv) the Digital Transformation Unit. This ToR focuses on the Business Analysis and Project Management group of the Business Solutions Unit. The Business Analysts in this group also perform as Project Managers.

**Requirements of the post:**

- A minimum of a Bachelor's Degree in Information Technology, Business Administration/Management, or Public Administration or related fields
- A recognized Project Management certification like PMP (Project Management Professional), PRINCE will be an asset. Agile SCUM is preferred.
- A minimum of 5 years of experience working in the field of Information Communications Technology with experience in Project Management, and Business Analysis with proof of significant participation in successfully completing projects in ICT. Candidate should cite two or more such projects.

### Required skills/competencies:

- Proficient use of project management tools (MS Project, Jira, Trello, or Basecamp)
- Proficient use of Business Process Design tools (MS Visio)
- Proficient use of office tools: word processing, presentations, spreadsheets
- Excellent written and oral communication
- Team building capabilities
- Conflict resolution abilities
- Problem resolution abilities
- Ability to understand and develop Use-Case diagrams, Flow charts (swim-lanes, workflow, business processes)
- Ability to understand and develop: User Stories, Business Case, Systems Requirements Document.
- Ability to understand and develop: Expression of Interest (EOI), Request For Information (RFI), Request For Proposal (RFP), Request For Quote (RFQ)

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

- **IT Planning.** To plan for IT projects and support, including the performance measurements, and to ensure that business strategy and business needs/demands are understood, prioritised, and that the cost, quality and risks are considered during decision making.
- **Business Analysis.** To enable change in an agency by eliciting agency needs and recommending solutions that deliver value to all stakeholders
- **Requirements Life Cycle Management.** To utilize the tools and techniques most appropriate to develop requirements and propose designs that align to the agency's stakeholder goals and objectives.
- **Software / System Development Life Cycle.** To utilise the most appropriate tools and techniques to guide the building of information systems while considering the project constraints.
- **Project Management.** To plan, organise, secure and manage resources to bring about the successful completion of project goals and objectives within the specified project's constraints of scope, time, budget, and quality.
- **Portfolio Management.** To develop and systematically manage a balanced ICT portfolio that includes planned initiatives, projects, ongoing ICT services (including application, infrastructure and operations) that allows for oversight of budget, risk management and strategic alignment of ICT investment.
- **Change Management** (includes raising awareness, encourage adoption, and strategize education and training). To assist the Change Management Team in the management of organisational and process changes in a planned, coordinated and structured manner to ensure successful acceptance and adoption of the identified change by stakeholders.
- **Consultancy Services.** To engage stakeholders, understand business needs and provide ICT advice and expertise in the context of the stakeholders' domain area.
- Any other job as assigned.

Serving officers must apply through their Heads of Department.

Curriculum Vitae must be submitted to the **Department of Transformation and Digitization**, Office of the Prime Minister, 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**