



## INFORMATION MANAGER

The Bermuda Civil Aviation Authority (BCAA) is seeking an **Information Manager** effective October 1st, 2016. Reporting to the Director of Finance & Administration, the Information Manager will provide Information Technology support to the staff of the BCAA and function as the main liaison with Information Technology consultants and vendors.

### DUTIES & RESPONSIBILITIES:

- Provides Information Technology support to staff on systems and devices
- Develops and maintains written policies, procedures and standards for Information Technology systems and equipment
- Acts as information systems and technology strategic manager for long-term planning
- Develops and delivers or coordinates training programmes for Information Technology systems and devices
- Responsible for management and planning of Information Technology projects
- Develops and maintains software and hardware database to control assets

### QUALIFICATIONS:

Interested candidates must possess a Bachelor's Degree in Information Management, Information Technology, Computer Science or related subject. Registration as a Microsoft Certified Systems Engineer is required and a Certification in Project Management is preferable.

The post requires a minimum of five (5) years relevant experience in Information Technology, user support and maintenance, vendor and project management and at least one (1) year's experience providing support to systems and users.

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*Interested candidates should apply in writing and include a detailed resume and three (3) professional references to:*

Ms Tracy Marshall, Office Manager  
Department of Civil Aviation, Channel House, 12 Longfield Road, Southside,  
St. David's DD 03

Email: [BCAAjobs@bcaa.bm](mailto:BCAAjobs@bcaa.bm)

Telephone: **293-1640**

Closing date: **August 31st, 2016**