

**ECONOMIC AND COOPERATIVE DEVELOPMENT (ECD)
OFFICER**

Bermuda Economic Development Corporation (BEDC)

PS 33-35 (\$104,607 to \$112,165)

The successful candidate will work under the direct supervision of the Director of Economic and Cooperative Development of the BEDC (QUANGO), within the Ministry of Economic Development & Tourism.

The ECD Officer is primarily responsible for:

- Assisting with the development and use of innovative economic development tools to foster local economic growth;
- Performing technical work in the planning, development and implementation of the unit's business, community and economic development programmes;
- Providing data analysis support to guide policy development;
- Providing business development advice and guidance to clients;
- Developing and ensuring the successful execution of a diverse range of internal and external projects and products;
- Liaising with various Government ministries, departments, external agencies and organizations to represent the interests of the ECD unit;
- Assisting with the development of proposals on economic policy matters and liaising with individual business owners, managers and the business community to coordinate feedback on policy proposals generated by Government.

Qualifications & Experience:

The post holder is required to have:

- Successfully completed a Bachelor's degree or equivalent in economic development, business, accounting, finance, economics or other related discipline. A Master's degree in an appropriate discipline would be an asset.
- Demonstrated experience in programme administration, project management, community economic development and working with various economic impact analysis tools. Plus, a high proficiency in Microsoft Office and database applications.
- A minimum of three (3) years relevant experience and a demonstrated ability in identifying resources and data for use in developing and analysing community and economic development issues.

Please submit a resume and cover letter by the deadline on Monday, July 23, 2018. Email to sbean@bedc.bm or drop off to BEDC, 48 Sofia House, Church Street, 1st Floor, Hamilton - Attention: ECD Officer Post, Bermuda Economic Development Corporation (BEDC)