

The Bermuda Economic Development Corporation (BEDC) is a dynamic organisation that is responsible for providing advice and support to Bermuda's local small and medium businesses. BEDC is Bermuda's source of free, confidential business advice with a singular focus to actively assist the development of a strong, well-managed, and prosperous local business sector in Bermuda. BEDC's key objective is to assist the Government of Bermuda in fostering economic growth for local entrepreneurs. In order to serve the business and entrepreneur community better, this challenging but rewarding organisation is seeking individuals to fill the following four (4) vacant positions:

(1) ECONOMIC AND COOPERATIVE DEVELOPMENT (ECD) OFFICER

PS 33-35 (\$104,607.03 to \$112,165.46)

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

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; and
- 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;
- A minimum of three (3) years relevant experience;
- Demonstrated experience in programme administration, project management, and community economic development;
- Demonstrated experience working with various economic impact analysis tools;
- A high proficiency in Microsoft Office and database applications; and
- A demonstrated ability in identifying resources and data for use in developing and analysing community and economic development issues.

(2) MICRO SMALL AND MEDIUM ENTERPRISE (MSME) OFFICER

PS 33-35 (\$104,607.03 to \$112,165.46)

The successful candidate will work under the direct supervision of the Director of Micro Small and Medium Enterprises of the BEDC (QUANGO), within the Cabinet Office.

The MSME Officer is primarily responsible for:

- Developing and implementing business development policies;
- Providing business development advice and guidance to clients;
- Providing business advice requiring extensive knowledge of the Bermuda business environment and acumen in business development and innovation;
- Providing financial support to Bermuda's micro-enterprises/vendors, small businesses, and medium-sized business;
- Managing and facilitating the successful execution of a diverse range of internal and external projects and products;
- Liaising with various Government ministries, departments, and external agencies and organizations to represent the interests of MSMEs;
- Developing and maintaining strong relationships with the local business community and prospective MSME business owners;
- Supporting the development and successful operation of MSME businesses;
- Developing and implementing a mentor programme to assist clients in the operations of their business;
- Managing EEZs and vendor markets including supporting business in the EEZs and vendors; and
- Organising and attending relevant business development workshops for the benefit of the public.

Qualifications & Experience:

The post holder is required to have:

- Successfully completed a Bachelor's degree or equivalent in business administration, accounting, economics or other related discipline. Possession of a professional designation or graduate degree would be an asset;
- A minimum of three (3) years relevant experience;
- Experience in several business industries/sectors (highly desired);
- Strong project management and organizational skills and have demonstrated ability to work independently to complete operational objectives to a high standard within set time parameters;
- Strong verbal and written communication skills and demonstrated ability to effectively communicate across all levels of Government and in the community;
- Capability of operating in a computerized environment and must be highly proficient in the use of Microsoft Office, QuickBooks and database applications;
- Knowledge of commercial practices and industries in Bermuda and be familiar with economic policy, policy development and Bermuda business law;
- Previous supervisory experience would be an asset;
- Strong interpersonal skills enabling the development and maintenance of community-based partnerships;
- Demonstrated ability to work effectively and efficiently with clients of different backgrounds and needs; and
- Ability to manage confidential documents and information with sensitivity.

(3) JUNIOR MICRO SMALL AND MEDIUM ENTERPRISE (MSME) OFFICER

PS 23-25 (\$74,919.45 to \$79,185.68)

The successful candidate will work under the direct supervision of the Director of Micro Small and Medium Enterprises of the BEDC (QUANGO), within the Cabinet Office.

The Junior MSME Officer is primarily responsible for:

- Supporting the MSME Director, MSME Officer, and the MSME Unit in implementing and managing MSME projects;
- Supporting the MSME Unit in providing business development advice and guidance to clients;
- Supporting the MSME Director and MSME Officer in developing and maintaining strong relationships with the local business community;
- Assisting the MSME Unit in providing ancillary financial support to Bermuda's micro-enterprises, small businesses, and medium-sized business, as needed when assigned by the MSME Director;
- Assisting the MSME Unit with facilitating the execution of a diverse range of internal and external projects and products as developed by the MSME Unit;
- Assisting with organising and attending relevant business development workshops for the benefit of the public;
- Implementing a youth entrepreneurship programme and liaising with youth entrepreneurs; and
- Undertaking associated duties, as requested by the MSME Director and/or the Executive Director.

Qualifications & Experience:

The post holder is required to have:

- Successfully completed a Bachelor's degree or equivalent in business administration, accounting, economics or other related discipline;
- A minimum of one and a half (1.5) years relevant experience;
- Some project management and organizational skills and have demonstrated ability to work independently to complete operational objectives to a high standard within set time parameters;
- Good verbal and written communication skills and demonstrated ability to effectively communicate with Government and in the community;
- Capability of operating in a computerized environment and have a proficiency in the use of Microsoft Office and database applications;
- Previous experience developing and implementing student and youth programmes as an asset;
- Some knowledge of commercial practices and industries in Bermuda;
- Good interpersonal skills enabling the development and maintenance of community-based partnerships;
- Demonstrated ability to work effectively and efficiently with clients of different backgrounds and needs; and
- Ability to manage confidential documents and information with sensitivity.

(4) COMMUNICATION AND DEVELOPMENT (CD) OFFICER

PS 27-29 (\$84,645.87 to \$91,025.21)

The successful candidate will work under the direct supervision of the Director of Communication and Development of the BEDC (QUANGO), within the Cabinet Office.

The CD Officer is primarily responsible for:

- Assisting the Director of Communication and Development in developing and disseminate, materials which best promote BEDC's mandate and role in Bermuda's local entrepreneurship and economic development arena;
- Supporting the Communication and Development Unit by taking responsibility for the range and quality of BEDC's information services and communication with its clients and other stakeholders;
- Supporting the Communication and Development Unit in using the news media, social media, and other communications channels to distribute information on BEDC;
- Leveraging the opportunities for communication afforded by BEDC's website;
- Maintaining BEDC's website and social media platforms;
- Promoting BEDC through appropriate branded products and collateral;
- Promoting, and implementing entrepreneurship and educational programmes, events, and initiatives as requested by the Director of Communication and Development;
- Undertaking associated duties, as requested by the Director of Communication and Development and/or the Executive Director; and
- Occasional supervisory responsibilities of vendors and project coordinators.

Qualifications & Experience:

The post holder is required to have:

- Successfully completed a Bachelor's degree or equivalent in Marketing, Communications, Business Administration or related discipline;
- A minimum of two (2) years relevant experience;
- Demonstrated experience in programme administration and project management;
- Capability of operating in a computerised environment with knowledge of Microsoft Office Suite, Social Media, and Marketing/Design/Copyright applications;
- Ability to work with a team of professional/technical officers;
- Ability to manage confidential documents and information with a great deal of sensitivity;
- Good analytical skills;
- Good inter-personal skills;
- Good oral and written communications;
- Ability to work effectively and efficiently with stakeholders of different backgrounds; and
- Ability to handle multiple projects simultaneously.

Please submit a resume and cover letter clearly identifying your interest and which post(s) you are applying for by the deadline of 5 pm Wednesday, March 6th, 2019.

For the (1) Economic and Cooperative Development Officer Post; the (2) Micro Small and Medium Enterprise Officer Post; and the (3) Junior Micro Small and Medium Enterprise Officer Post, please send emails to BEDC Administrative Assistant, Ms. Danice Mapp at dmapp@bedc.bm.

For the (4) Communication and Development Officer Post, please send emails to BEDC Administrative Officer, Ms. Valita Brown at vbrown@bedc.bm.

Alternatively, applications can be dropped off to BEDC, Sofia House, #48 Church Street, 1st Floor, Hamilton HM 11.

Previous applicants need not apply.