



GOVERNMENT OF BERMUDA

Health Insurance Department

REQUIRES A PROJECT MANAGER (CONSULTANT)

The successful candidate will report to the Health Insurance Department's Assistant Director and will provide services in support of the Department's continued re-engineering and automating business processes. This will include providing project and change management support, detailed requirements, design, development, testing, and implementation of changes to business processes either to support new health insurance benefits, changes in legislation and/or improved efficiencies.

Duties and Responsibilities Include:

- Providing direct supervision to the Project Management Team.
- Provide Project Management oversight to projects and/or operational issues that require changes
 - This may include:
 - lead the planning and implementation of projects
 - define project tasks and resource requirements
 - develop full project plans and timelines
 - assemble and coordinate project staff
 - track project deliverables
 - constantly monitor and report on progress of projects to all stakeholders
- Re-engineer HID's processes where required.
- Develop the documentation of detailed requirements, workflows, policies, forms and documents required to support HID's business processes and projects.
- Develop training materials and work with HID to ensure that the new and existing business processes and functionality are transitioned to the operational team and outsourcing vendors.
- Provide assistance and guidance when required with any of HID's business processes.
- Assist the Assistant Director and Director with special projects as required.

Essential Knowledge & Skills Required:

- A minimum of 5 years in Project Management.
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Excellent interpersonal and communication skills (both written and verbal), presentation skills, decision making skills, conflict resolution skills, attention to detail, time management and excellent organizational skills, and ability to work as part of a team.
- Excellent computer skills with extensive knowledge of Microsoft Office applications (Windows, Word, Excel, Viso & PowerPoint)
- A minimum of 3 years' experience working in the health insurance industry.
- Knowledge of health insurance, health benefits and related legislation.
- Bachelor's Degree and Project Management Professional (PMP) Certification required.

Please submit a CV and cover letter to the following:

**Health Insurance Department
C/O Acting Director
2nd Floor, Sofia House
48 Church Street, Hamilton HM 12**

Or email to: wsmith@gov.bm

Closing Date: January 8, 2020