

Bermuda Monetary Authority is committed to attracting and developing the very best people who are dedicated to providing exceptional service.

Project Manager (Records)

Management Services Department

The Authority is seeking the services of a skilled and capable individual to work as a Project Manager (Records) in our Management Services Department. The Project Manager reports to the Assistant Director – Corporate Operations and will be responsible for assisting the Insurance Division with the analysis and implementation of a variety of technology solutions.

In this key role, you will be responsible for:

- Implementing and monitoring the Authority's record management project, including coaching, budget tracking, and documentation.
- Measuring project performance using appropriate tools and techniques in order to monitor the progress of the project, identifying and quantifying any variances, performing any required corrective actions, and communicating to all stakeholders.
- Performing configurations within the records management application domain and to selected system(s) to meet the business' requirement while documenting configurations made and producing an easy to understand Users Manual.
- Tracking and updating all issues through an issue log. Monitoring and reporting of issues against targets; developing and implementing any necessary action plans to ensure issues are either resolved or placed on an enhancement list.
- Recommending and drafting improvements and/or appropriate changes to policies, procedures and business processes, work flows, organizational structures, and staffing.

This position requires a proven technical and business background. Therefore, the post holder should have:

- A Bachelors Degree or equivalent qualification in Library/Information Science, Information Systems Management, or equivalent from a recognized institution or professional body;
- A relevant certification (PMP, PRINCE2, CRM, etc.) would be an advantage.
- A minimum of six (6) years' progressive experience with advance knowledge and previous experience in records information management;
- Previous experience managing complex, high profile projects to aggressive timelines;
- Proven stakeholder management skills and excellent written and oral communications skills;
- A full understanding of the records management lifecycle, together with demonstrable experience at the front-end and back of the lifecycle as well as the lifecycle controls requirements;
- Ability to analyze problems, prepare reports and make recommendations on services or operations.

If you are looking for a challenging opportunity in a team environment, we invite you to submit your application via our email address at careers@bma.bm, including a detailed resume and a completed Bermuda Monetary Authority Application Form, available at www.bma.bm. Applications for this position must clearly bear the reference 140-006/11/RA and be received no later than September 13, 2011.

Bermuda Monetary Authority is an Equal Opportunity Employer.