



REQUEST FOR EXPRESSIONS OF INTEREST
COMMUNICATIONS COORDINATOR



Government Digital Transformation to Strengthen Competitiveness: Communications Coordinator

Country: The Commonwealth of The Bahamas

Supporting Institution: Inter-American Development Bank

Programme: Government Digital Transformation to Strengthen Competitiveness

Project Number: BH-L1045

Loan Number: LO-4549 / OC-BH

Sector: Reform / Modernization of the State

Sub-Sector: E-Government

Deadline: 13 February, 2023

Post: Communications Coordinator

Post Location: Nassau, Bahamas

Reports to: The Programme Manager

The Government of the Commonwealth of The Bahamas has received financing from the Inter-American Development Bank (IDB), toward the cost of the Government Digital Transformation to Strengthen Competitiveness and intends to apply part of the proceeds for the consulting services of a **Communications Coordinator**. The consulting services (“the Services”) to assist the PEU in the implementation of a holistic communication strategy and change management plans to support the Digitization Programme.. The contractual position is twelve (12) months renewable annually based on satisfactory performance.

Main responsibilities include:

- Assisting with the planning & implementation of the communication strategy and change management plans to support the digitization programme along with and Monitoring & Evaluation.
- Supporting with research efforts targeting the key stakeholders in Ministries and Departments to determine the transformation initiatives and change management approaches necessary to transition from one system to the next;
- Executing strategies for public awareness and education;
- Liaising with the Director of Communications and Media Houses to promote the Programme and its individual project components;
- Executing the appropriate sensitization and training interventions for the public and public officer outlined in the Change Communications Plan;
- Project Managing of the roll-out of both the communications and change management plans while and manage feedback loops to capture issues and facilitate resolution sessions.
- Managing the stakeholder engagement programme including taking a lead on mapping, making contact and maintaining appropriate levels of contact with stakeholders, and advising and supporting colleagues to develop mutually beneficial relationships with key stakeholders
- Reviewing and updating existing communications materials
- Providing guidance on branding, suitability for the audience and ensuring consistency of content, style and format whilst ensuring appropriate stock level
- Assisting with the sourcing of external third parties, for the production of communication materials and the delivery of communication services
- Liaising with third party suppliers and assist with effective contract control. This may include negotiation and issue management with external agencies
- Supporting the Transformation Digitization Unit’s Programme Manager and Consultants with their communication to ensure coherence across the Government of The Bahamas landscape
- Documenting project risks, issues, changes, quality management and communication professionally
- Performing other duties as required

The successful candidate should have the following

- A minimum of a Bachelor’s Degree in Journalism, English, Communications, Business/Public Administration, International Relations from a recognized University. Advanced training e.g. masters, certification in relevant training, would be an asset.
- At least four (4) years’ experience in communications, project management and change management, business transformation or in a related field.



REQUEST FOR EXPRESSIONS OF INTEREST
COMMUNICATIONS COORDINATOR



- Public sector communications would be an asset.
- Three (3) years media experience or close working relationship with the press is a plus
- Demonstrated capabilities in implementing effective communication strategies, advanced knowledge of communication principles and methodologies.
- Experience in project managing large and complex change projects
- Proven track record of working effectively within multi-disciplinary teams
- Experience in setting up and coordinating events.

Required Competencies

- An understanding of communication principles and approaches
- An understanding of change principles and approaches
- Experience and knowledge of stakeholder engagement
- Excellent communication skills – oral and written
- Able to work effectively at all levels in an organisation
- Willingness to gain experience with large-scale organisational change effort
- Advanced planning and organisational skills and analytical skills
- Strong interpersonal and relationship building skills
- Ability to work effectively as a team player in a dynamic environment
- Familiarity with project management approaches, tools and phases of the project lifecycle
- Proficiency in using the Microsoft Office Suite of software
- Experience undertaking multilateral funded projects would be a distinct advantage.
- Good organizational, analytical, team-building, problem solving, communication and negotiating (including conflict resolution) skills
- Ability to quickly build and maintain productive relationships with high level
- Government officials and other key stakeholders, including those in the donor community and private sector

The Ministry of Economic Affairs now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Further information can be obtained by E-mail: DTUPROUREMENT@bahamas.gov.bs

Individuals will be selected in accordance with the IDB's Policies for the Selection and Contracting of Consultants financed by the IDB, and it is open to all eligible Individuals as defined in these policies. All CVs and qualification documents must be submitted Re: **Communications Coordinator** to E-mail: DTUPROUREMENT@BAHAMAS.GOV.BS **on or before 13th February 2023 at 5:00 p.m.**

ONLY SHORTLISTED INDIVIDUALS WILL BE CONTACTED