



The Bermuda Economic Development Corporation (BEDC) is a dynamic organisation that is responsible for providing free confidential advice and support to Bermuda's local small and medium businesses. In order to serve the business and entrepreneur community better, this challenging but rewarding organisation is seeking an individual to fill the following post:

**ECONOMIC & COOPERATIVE DEVELOPMENT UNIT
PROJECTS OFFICER (1 Year Only)**

The Projects Officer (PO) works under the direction of the Director of Economic and Cooperative Development (DECD) and in accordance with the Bermuda Economic Development Corporation Act 1980, and the Bermuda Economic Development Corporation's (BEDC) policies and procedures.

The PO is primarily responsible for leading the development, population, and use of the Economic and Cooperative Development (ECD) Unit's project management software for the best organising, tracking, development, and execution of the ECD Unit's projects and pro-programmes, inclusive of but not limited to:

1. Cooperative and Business Development Financing:

BEDC direct micro loans and grants; Loan client management/follow-up; Special development loan/grant products; Targeted sector funding schemes; Loan guarantees; Expanded loan programme.

2. Business Concession/Incentive Programmes:

Customs duty letters of credit; Customs duty deferment.

3. Cooperative Education and Public Relations:

Workshops/seminars; Events organisation/facilitation; Multimedia strategy development/marketing/stakeholder engagement; Success measurement/data analysis.

4. Priority Projects and Programmes:

Fisheries development center; Cooperative legislation; Underutilised commercial kitchens for community usage programme; Cooperative incubators/accelerators

Qualifications & Experience:

The postholder should possess an undergraduate degree in accounting, finance, business, and project management, or other related discipline. A minimum of three (3) years relevant experience is required for the post, preferably in a variety of business industries/sectors, local government, or a regional organisation. The Postholder must have demonstrated analytical, project management, communication, and problem-solving skills at an advanced level. Overall background and demonstrated capacities for effective communications, project development, and proven accomplishment and performance in the above-mentioned responsibilities. The Postholder must possess excellent interpersonal skills to collaboratively work with a team of professional/technical directors and officers. Must be capable of operating well in a computerized environment. High degree of proficiency in Microsoft Office suite of programmes, project management and database applications would be an asset.

Please submit a resume and cover letter by the deadline of 5 pm Thursday, January 27th, 2022. 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 12. Covid-19 physical distancing and health and safety protocols are in place for all dropped off applications.