



Employment Opportunity: Project Officer

Suitable candidates are invited to apply for the position of Project Officer at The Bahamas Development Bank (“BDB”) New Providence Branch. The successful applicant will have satisfied the requirements and be able to provide the services as noted below.

General Duties and Responsibilities

- Applies project management methods to support the planning, development, execution, monitoring and evaluating of projects and programs to support sectoral development in key industries
- Develops investment and project financing structures to support project and program design
- Provides economic advice and recommendations.
- Collecting and analyzing financial, political and socioeconomic data to assist in guiding BDB policy decisions, strategic direction and project development.
- Contributing to publications and other BDB materials / media.
- Plans, facilitates and consolidates evidence-based Sustainable Development Goals (SDG) analysis / impact reporting in support of BDB’s SDG focus across the Bahamian archipelago
- Researches, analyzes, consolidates and presents SDG-related data, as well as information on emerging best practices in sustainable development, paying special attention to gender and capacity development and reporting on SDG impact.
- Researches, develops and presents policy papers, guidance notes and other knowledge based-tools to help influence and advance policies/projects with respect to SDGs.
- Provides substantive advice on innovative economic and SDG policies to Management as well as partners and stakeholders
- Executing various activities to advance BDB’s Strategic Plan and related activities in pursuit of Sustainable Development Goals.

Skills & Abilities

- Ability to assess market and other related variables that impact project performance
- Ability to apply sustainable development theories, concepts and approaches to the challenges of development to the Bahamian context;
- Sound understanding of project financing mechanisms
- Able to grasp new concepts quickly in a fast moving environment, identify issues, to analyze them, and to lead and participate in teams in defining appropriate actions and in the resolution of challenges/problems.
- Good understanding of financial modelling for businesses, research methods and statistics
- Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter;
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results; Able to organize and manage large amounts of files, tasks, schedules, and information;
- Excellent written and verbal communication skills;
- Excellent time management skills; able to prioritize; and
- Comfortable in both a leadership and team-player role.

Qualifications

- University degree in project management, finance, economics, sustainable development, public policy, business or public administration, social sciences, education or related area.
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel).

All interested applicants are asked to submit a resume along with letter of interest to the Human Resources Department via email to careers@bdb.gov.bs, no later than 30th January, 2023. Only shortlisted applicants will be contacted.