



REQUEST FOR EXPRESSIONS OF INTEREST

**CIRT BUSINESS AND OPERATIONS
COORDINATOR**



Government Digital Transformation to Strengthen Competitiveness: Project Manager

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: 20TH July 2026

Post: CIRT Business and Operations Coordinator

Post Location: Nassau, Bahamas

Reports to: The CIRT Manager

The Government of the Commonwealth of The Bahamas (GoBH) 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 **CIRT Business and Operations Coordinator**. The consulting services ("the Services") includes working with the National CIRT to provide administrative support over several areas and project streams, and assist in the preparation of action plans, gather information and resources, manage and coordinate schedules, arrange assignments and communicate progress to team members. The contractual position is twelve (12) months renewable based on satisfactory performance.

Main responsibilities include:

- Organize and coordinate work activities in a dynamic and fast-paced environment to support the operational and strategic priorities of the CIRT-BS
- Coordinate meetings, workshops, and stakeholder engagements, including scheduling, agendas, meeting minutes, action items, and follow-up activities.
- Prepare weekly summary reports, status updates, executive summaries, presentations, briefing notes, and other operational documentation.
- Provide administrative and operational support, including document management, records management, filing, printing, scanning, and maintaining organized electronic and physical records.
- Coordinate travel, accommodation, logistics, and related administrative arrangements for CIRT-BS activities and missions.
- Establish and maintain effective relationships with stakeholders, vendors, government entities, partners, and customers through professional communication and coordination.
- Assist with the preparation of cybersecurity awareness materials, stakeholder communications, presentations, and external communications.
- Support procurement and administrative activities, including market research, vendor coordination, quotation tracking, asset reporting, inventory management, expenditure tracking, and procurement documentation.
- Maintain office supplies, operational inventory, stakeholder databases, mailing lists, and related administrative records.
- Coordinate and support CIRT-BS events and activities, including conferences, workshops, training sessions, awareness campaigns, outreach activities, and team-building initiatives.
- Coordinate employee leave, attendance, training, certification tracking, and related administrative support activities.
- Track assigned tasks, project milestones, operational deliverables, and action items to support accountability and operational reporting.
- Support the coordination of stakeholder agreements, on boarding activities, and follow-up activities related to CIRT-BS services and partnerships.
- Perform other related duties aligned with the scope and responsibilities of the position and consistent with industry standards.



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- **The successful candidate should have the following**
- A minimum of a Bachelor's Degree, Business Administration, Business Management, Marketing or related field
- A minimum of three years of professional experience in business coordination for examples of supported project management initiatives
- A minimum of two years' experience working providing administrative support to senior management.
- Proficiency in MS Office (Word, Excel and PowerPoint), i.e. ability to prepare PowerPoint Presentations.
- Hands-on experience with flowcharts, technical documentation and schedules
- Knowledge of project management software (e.g. Microsoft Project)
- Demonstrated skills, knowledge and experience in document storage and retrieval,
Preparing reports, executive summaries and status reports
- Demonstrated ability and desire to work collaboratively with senior-level professionals and ability to build relationships with stakeholders
- Strong networking skills
- Willingness to work hands-on to achieve objectives in a relatively "flat" organizational structure
- Attentive to detail, accurate and well organized
- Cooperative and willing to assist others and work in a team environment
- Outstanding communication skills (verbal and written)
- Observe and maintain confidentiality
- Project Management and/or Change Management Certification is a plus

The Ministry of Innovation and National Development 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:

DTUPROCUREMENT@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: **CIRT BUSINESS AND OPERATIONS COORDINATOR** to E-mail: DTUPROCUREMENT@bahamas.gov.bs on or before 20th July, 2026 at 5:00 p.m.

ONLY SHORT-LISTED INDIVIDUALS WILL BE CONTACTED