



REQUEST FOR EXPRESSIONS OF INTEREST

CIRT SECURITY AWARENESS 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 Security Awareness 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 Security Awareness Coordinator**. The consulting services ("the Services") includes assisting in the ongoing operation of the CIRT Team with a focus on cybersecurity education and training. This incumbent must demonstrate the ability to respond to changing situations in a flexible manner in order to meet current needs. The contractual position is twelve (12) months renewable based on satisfactory performance.

Main responsibilities include:

- Organizing work in a dynamic and complex environment to meet deadlines and daily requirements
- Develop and implement strategies for stakeholder engagement to promote goals and objectives of the National CIRT
- Define and carry out priority projects intended to support the cybersecurity training and public awareness
- Design and manage the production of branded collateral such as banners, brochures, templates, presentation slides, signage, and promotional items.
- Manage and update the CIRT-BS website with relevant awareness content, event notices, advisories, training materials, and updates, ensuring accessibility and timeliness of information.
- Develop and implement a content calendar for social media platforms (e.g., Facebook, LinkedIn, Twitter), ensuring consistent branding and cybersecurity messaging.
- Plan, coordinate, and execute the CIRT-BS Annual Cybersecurity Conference, including theme development, agenda design, speaker coordination, venue logistics, marketing, stakeholder engagement, and post-event reporting.
- Design and distribute cybersecurity newsletters and email campaigns using tools such as PHP list or similar platforms, targeting both internal and external stakeholders.
- Monitor, analyse, and report on website traffic, email campaign performance, and social media engagement metrics, providing recommendations to improve outreach.
- Ensure alignment of digital communications with the Strategic Stakeholder Communications and PR Plan and broader objectives of the national cybersecurity strategy.
- Coordinate with technical and communications staff to maintain a unified and responsive digital presence for CIRT-BS.
- Leads in the planning, preparation and delivery of appropriate awareness training to all stakeholders.
- Customize and tailor cybersecurity training, education and awareness programs to policy and compliance objectives for internal and external stakeholders.
- Evaluate the effectiveness of existing cybersecurity training, education, and awareness program/activities.
- Managing team-wide projects/programs as needed, such as events, philanthropy, or other special events.
- Establish and maintain strong partnership relationships with external Learning and Development teams involved in the creation, distribution of training and awareness.
- Researching relevant subject areas and retrieving necessary information, as requested by members of the CIRT.
- Ensure that the security awareness program meets all industry regulations, standards, and compliance requirements



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- Performing clerical support functions including but not limited to preparation of flow-charts, spread-sheets, email, reports, scheduling meetings, organizing travel, document management, management of office supplies, management of the janitor / driver
- In addition to the duties required above, the CIRT Security Awareness Coordinator may also be required to complete tasks that are within the scope of the title and considered reasonable by industry standards

The successful candidate should have the following

- A Bachelor's Degree in Public Administration, Business Administration, Communications, Human Resource, or Corporate Training with three years' experience providing administrative support within professional services organisation.
- Three (3) years in a leadership or coordination role related to cybersecurity awareness, public education campaigns, training development, or stakeholder engagement.
- Three years' experience in project management roles or examples of supported project management initiatives preferred.
- Familiarity with cybersecurity frameworks and awareness best practices (e.g., NIST Cybersecurity Framework, ISO/IEC 27001).
- Demonstrated experience in planning, preparation and delivery of appropriate awareness training and special events.
- Demonstrated experience in organizing large-scale events, such as conferences, stakeholder briefings, or national training initiatives.
- Experience developing and implementing strategic communications plans and public relations campaigns.
- Demonstrated ability to lead cross-functional teams, engage stakeholders across sectors, and manage multiple initiatives under tight deadlines.
- Proficiency in MS Office (Word, Excel and PowerPoint), i.e. ability to prepare PowerPoint Presentations.
- A proactive, solutions-oriented mind-set with attention to detail, adaptability, and a commitment to continuous improvement.
- Working knowledge of Learning Management Systems
- Knowledge of project management software (e.g. Microsoft Project)
- Demonstrated knowledge and experience in preparing reports, executive summaries and status reports
- Must have high level of interpersonal skills to handle sensitive and confidential situations as well as communicate with individuals at all levels of the organization.
- Demonstrated flexibility, ability to adjust priorities, and a solutions-oriented mind-set required.
- 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
- Must be a Bahamian or Resident with the right to work in the Bahamas

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 SECURITY AWARENESS 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