

The Regulatory Authority of Bermuda invites applications for the role of **PROJECT MANAGER**. Reporting to the Chief Executive and working closely with Senior Management, this position will take on the management of multiple key projects in the telecommunications and electricity sectors maintaining oversight and ensuring delivery of projects in timely and efficient manner.

**Key Duties and Responsibilities:**

- Oversees the planning, implementation, and tracking of specific projects as assigned to include but not limited to:
  - Preparing project objectives and developing detailed project plans that monitor and track progress whilst involving all relevant stakeholders and ensuring technical feasibility within a team
  - Ensuring integrity of database maintaining up to date data as to provide management the insight for ongoing project initiatives, expected timelines and deliverables together with budget or expected additions or project changes
  - Assist in defining project scope and objectives,
  - Coordinating resource availability, both internal and external, and allocating resources accordingly to ensure timely execution of project
  - Advising the Chief Executive of the status of projects and forecasts as to delivery.
  - Working with the Finance team to manage and provide daily insight of the project budget and ensure budget is maintained and due process followed in accordance with policy
  - Measuring project performance utilising appropriate tools and techniques, providing management with detailed project plan and progress updates
  - Ability to maintain process flow and escalating matters of concern as applicable
  - Managing any changes to the project scope, schedule, or costs ensuring appropriate authorization is obtained where applicable

**Minimum Qualifications, Experience and Skills:**

- University degree with 3-5 years of proven experience; PMP certification is a plus.
- 2-3 years planning and/or management experience
- Solid technical background in project management;
- An understanding in telecommunication or electricity industry would be advantageous but is not mandatory
- Strong working knowledge of Microsoft Office and Microsoft Project
- Effectively communicating demonstrating the ability to write, speak and listen using appropriate and effective communication tools and techniques.
- Solid organizational skills including attention to detail and capable of multi-tasking;
- May be required to work outside of normal business hours in order to meet project milestones
- Problem solving skills with ability to identify and process relevant information and generate recommendation to reach resolution

Apply in writing by forwarding a cover letter along with resume marked

**PRIVATE & CONFIDENTIAL** and send to

Regulatory Authority

Attention: Kim Martins

Cumberland House 3<sup>rd</sup> Floor

1 Victoria Street, Hamilton, HM 11, Bermuda or mail to:

[kmartins@rab.bm](mailto:kmartins@rab.bm)

Telephone 405-6000

Deadline for receipt of application: 4<sup>th</sup> May, 2016