



GOVERNMENT OF BERMUDA careers



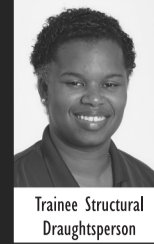
Trainee Airworthiness
Safety Inspector



Trainee Management
Accountant



Trainee Process
Controller



Trainee Structural
Draughtsperson

Come join the Government of Bermuda, the Employer of Choice. We offer a wide variety of challenging careers and excellent training, learning and development opportunities that give our employees the competitive edge.

Application forms may be downloaded from the Government of Bermuda portal at www.gov.bm or collected from our office at:

The Department of Human Resources
3rd Floor, Ingham & Wilkinson Building
129 Front Street
Hamilton HM 12

Completed application form, together with copies of academic/professional qualifications, must be submitted, quoting the appropriate reference number to the Secretary of the Public Service Commission, at the above address, by the specified closing date.

Under Public Service Commission Regulations, the canvassing of any member of the Legislature in regard to a Government post will disqualify the applicant for appointment.

Ministry of Community and Cultural Development

CUSTOMER SERVICE REPRESENTATIVE
PS11-13 \$49,160-\$51,984
Department of Youth, Sport and Recreation

The Department of Youth, Sport and Recreation is offering a challenging opportunity to a highly motivated individual who will work under the general supervision of the Accounts Officer to provide a range of comprehensive and efficient receptionist duties and clerical support for all staff of the Department as shall from time to time be assigned by the Accounts Officer and which contributes to the efficient operation of the Department.

Duties include but are not limited to:

- Performs receptionist duties on behalf of the Department, responds to general queries and provides information about the services and activities of the Department, as requested.
- Receives visitors with scheduled appointments and calls the appropriate officer to provide assistance. Enquiries as to the nature of visitors with unscheduled appointments and calls the appropriate officer to provide assistance if available.
- Delivers Government correspondence to respective Departments "By Hand" as directed by the Accounts Officer. Records and delivers Government correspondence to Department's units.
- Receives cash and credit card payments and writes receipts for incoming revenue into the department and reconciles intake at the end of the business day.
- Reviews the telephone and utility bill spreadsheets for accuracy of reconciliation and enters selected batched invoices into the accounting systems, as directed by the Accounts Officer.

Applicants must have successfully completed the BSC or equivalent, with a minimum of one (1) year experience in a similar capacity. The post holder must be computer literate with a working knowledge of Microsoft Office applications.

Applicants interested in the above post MUST submit a completed security vetting form (to include passport and social insurance numbers), copies of education qualifications, a completed application form and a resume.

Ref: 6056/20/0011/RA

Closing date: 6th March 2013

Ministry of Environment and Planning

WILDLIFE ECOLOGIST (Under Review)
PS 31 - 33 \$95,503 - \$102,055
Department of Conservation Services

Applications are invited for the post of Wildlife Ecologist within the Department of Conservation Services - Headquarters.

Working under the direction of the Director of Conservation Services the Wildlife Ecologist is accountable for the management of protected and invasive species and is responsible for researching and managing Bermuda's wildlife, specifically leading efforts to ensure the recovery of wildlife populations and will work to lessen the impact of civilization and invasive species on threatened animals and plants, as mandated by the Protected Species Act 2003. The Wildlife Ecologist will undertake surveys of animal and plant populations in addition to researching, developing implementing and monitoring Species Recovery Plans and invasive Management Plans as mandated by the Act.

The post holder will work closely with the Bermuda Aquarium, Museum and Zoo, Marine and Terrestrial Ecology Sections; as well as other Government Departments, Non-Government Organizations and volunteers.

The post holder must possess a minimum of a Master's Degree in Biological Science, Zoology and Ecology or in a related discipline with a Bermuda "C" Class Pilot's License, intermediate truck license, SCUBA (minimum rescue diver), first aid and CPR certification. A minimum of two years' relevant experience in developing and implementing animal husbandry/breeding programs for marine and terrestrial species and plant propagation programs. This experience should include identifying and mapping species; conducting ecological/environmental impact assessments, developing recovery plans; implementing live trapping and culling techniques, and reintroducing species into natural habitats and monitoring for success. Experience in boat handling and scuba diving is also required.

Candidates without the above ideal qualifications and experience but have a minimum of a Bachelor's Degree in Biological Science with five years' experience in the propagation and breeding of Bermuda's protected species and management of invasive species would also be considered for the post.

The wildlife ecologist must be physically capable and willing to work out of doors in rugged field conditions for extended periods of time. He/she must have a high degree of flexibility with respect to working outside normal working hours.

Candidates interested in the above **MUST** submit a completed security vetting form (to include passport and social insurance numbers), copies of education qualifications, a completed application form and resume.

Ref: 6061/69/0101

Closing: 6th March 2013

Ministry of Health and Seniors

CLINICAL CASE MANAGER
PS26-28 \$79,727 - \$85,639
Department of Health Insurance

Applications are invited for the post of Clinical Case Manager within the Health Insurance Department. Are you a professional in the ever-changing healthcare industry? Do you want to use your skills to make the healthcare system more compassionate, fair and efficient? Are you looking for the perfect application of your clinical expertise and business savvy to help Bermuda? If you have the diagnosis for our healthcare symptoms, this job is for you.

The Role

- You will report directly to the Director of the Health Insurance Department.
- You will be accountable for developing and implementing world-class Clinical Case Management best practices, with your eye on managing claims costs down through a combination of large dollar cost

management, disease management, utilization management, medical management programs and coordination of policyholder benefits.

- You will work closely with the Finance and Risk Management team to detect and pursue fraud, while maintaining the highest ethical and compassionate standards.

The Requirements

- A Bachelors of Science in Nursing, Medicine or a related field of study; and be a Registered Nurse or have another relevant medical/clinical qualification.
- A minimum of three (3) years nursing and clinical experience in a clinical environment such as a hospital or clinic is preferred with one (1) years experience in a clinical administrative capacity, such as a hospital billing department, doctor's office or insurance company.
- Practical knowledge of claims administration and case management practices, knowledge of disease management protocols, familiarity with claims auditing and fraud detection, medical and case management software, clinical and medical terminology, health insurance products, benefits, and services; knowledge of medical providers local and overseas, and US regulations and billing methodologies.
- A skill sets inclusive of: Microsoft application skills, excellent interpersonal and communication skills (both written and verbal), presentation skills, excellent analytical and research skills; decision making skills, conflict resolution skills, attention to detail, and ability to work as part of a team.

Applicants interested in being considered for the above post **MUST** submit a completed security vetting form (to include passport and social insurance numbers), copies of education qualifications and any other relevant information in addition to the completed application form. Short listed applicants will be required to take a skills' assessment.

Ref: 6064/91/0011

Closing date: 13th March 2013

FINANCE MANAGER
PS33-35 \$102,055 - \$109,429
Department of Health Insurance

Applications are invited for the post of Finance Manager within the Health Insurance Department. Do you think Financial Controls, Corporate Governance and Compliance is 'where the action is'? Do you stand un-afraid of actuaries and reserving models? Would you like to convert your technical skills and experience into meaningful work that will impact Bermuda's financial sustainability and the next generation? If so, this is the right job for you.

The Role

- Reports directly to the Director of the Health Insurance Department.
- Manages a team of two Accounts Analysts, two Business Policy Analysts and works closely with the Ministry Comptroller and outside auditors to ensure financial reporting is accurate, timely and consistent with international standards.
- Develops and implements financial and risk management strategy consistent with Department objectives and will provide critical input into refining the business plan.
- Oversees financial management, business analytics and business operations such as accounting, payments, risk, compliance, special projects, data and content management.

The Requirements

- Must be a professionally qualified Accountant and be a member of an internationally recognized professional body, i.e Chartered Accountant, Certified Public Accountant, Chartered Institute of Management Accountants, etc, and be current with continuing professional education requirements for your designation.
- Possess a minimum of five (5) years relevant experience in finance and risk management in insurance or a related field, including two (2) years supervisory/management experience.
- Possess extensive knowledge of Accounting Best Practices in accordance with GAAP, IFRS, etc.; knowledge of Risk Management tools and methods.
- Possess skill sets must inclusive of Microsoft applications skills, team building and leadership skills, decision making skills, strong interpersonal and communication skills (both written and verbal) time management skills, excellent analytical, research and problem solving skills, training skills; a high level of tact and judgment; persuasion, negotiation and conflict resolution skills.

Applicants interested in being considered for the above post **MUST** submit a completed security vetting form (to include passport and social insurance numbers), copies of education qualifications and any other relevant information in addition to the completed application form. Short listed candidates will be required to undertake a skills assessment test.

Ref: 6065/91/0005

Closing date: 13th March 2013

Ministry of Finance

IT MANAGER
PS34-36 \$105,765 - \$113,480
The Bermuda Post Office

The Bermuda Post Office is seeking to employ a qualified, experienced and energetic applicant for the position of IT Manager.

Working under the general direction of the Corporate Services Manager, and in coordination with the Director of Information Technology Office (ITO) for Government computer matters only, the postholder will be responsible for the development of the Bermuda Post Office technology strategy, encompassing information systems, planning, implementation and training in new technology to meet the needs that the Bermuda Post Office in a cost effective manner.

Duties and responsibilities of this post include, but are not limited to:

- Creating and executing project work plans and revises as appropriate to meet changing needs and requirements.
- Managing day to day operational aspects of IT projects and scope.
- Managing IT project budget.
- Working with the Manager of Corporate Services and the Postmaster General and users to plan installations, equipment purchases, hardware/software trials, and evaluation.
- Visiting all BPO locations to assess and define hardware and software requirements for stand alone or networked personal computer systems to perform to client needs. This involves having knowledge of hardware and software, its capabilities and platform (i.e. memory and disk storage) needed for the system to run satisfactorily.
- Communicating effectively with BPO staff to identify IT needs and evaluate alternative business solutions and strategies. Provides senior level resolution to internal client issues.
- Investigating and being aware of other areas where technology could assist with the generation of revenue for BPO and improve operational efficiency.
- Maintaining inventory of established equipment and ensures that BPO IT assets are maintained responsibly.
- Maintaining a working knowledge of all software used by the Post Office in order to provide guidance and direction to all staff and manage software support and user training.

Applicants must possess a Bachelor's degree in Information Systems, Computer Science, or the equivalent. Additionally a minimum of five (5) years post qualification experience working in an information systems department or computer systems industry in some capacity associated with systems development or delivering systems services with at least three (3) years experience at a senior project management level is required. Applicants are required to have a valid driver's license, and be able to lift.

Applicants interested in being considered for the above post **MUST** submit a completed security vetting form (to include passport and social insurance numbers), copies of education qualifications and any other relevant information in addition to the completed application form.

Ref: 6071/13/0097

Closing date: 13th March 2013

Ministry of Economic Development

ACCOUNTING ASSISTANT
PS 17-19 \$59,105 - \$63,535
Department of Civil Aviation

The department of Civil Aviation invites applications from suitably qualified and experienced candidates for the post of Accounting Assistant.

Under the direction of the Financial Analyst and in accordance with the Financial Instructions and established departmental policies the post holder will be responsible for performing duties relating to accounts receivables, deferred revenue analysis or accounts payable processing. In addition, the post holder undertakes general administrative duties relating to the maintenance of staff records and budget research

as required to support the department.

The post holder must have successfully completed an Accounting Assistant Certificate program or the equivalent. He/she must have a minimum of three years' relevant experience in an office environment, which must include liaising with senior level international stakeholders and handling large sums of money (cash, cheques and wire transfers).

The successful post holder must be able to produce accurate work while managing a deadline based workload under limited supervision. He/she must have excellent written and verbal communication skills with competent computer literacy in Microsoft Suite of products and accounting software. Experience in using Oracle JD Edwards Enterprise 1 and AS400 would be advantageous.

Applicants interested in being considered for the above post **MUST** submit a completed security vetting form (to include passport and social insurance numbers), copies of education qualifications and any other relevant information in addition to the completed application form. Short-listed applicants may be required to perform a skills assessment.

Ref: 6066/57/0049

Closing date: 13th March 2013

Ministry of Tourism Development and Transport

SAFETY AND QUALITY MANAGER
PS34-36 \$105,765 - \$113,480
Department of Airport Operations

Applications are invited for the post of Safety and Quality Manager, for the performance of duties relative to the continuous oversight and administration of Aerodrome Operations Manuals (AOM), Quality Assurance System (QAS), Safety Management System (SMS) and the Quality Audit Program (QAP) to maintain compliance with the International Civil Aviation Organization (ICAO), Overseas Territories Aviation Regulations (OTAR's) and the UK Civil Aviation Authority CAP 168 "Licensing of Aerodrome" standards.

Under the direction of the Airport General Manager, the candidate will be responsible for ensuring the efficient and effective compliance of the following:

- Administration of the AOM, QAS, SMS and QAP Programs.
- Revising and updating of the Quality Assurance Manuals, the Safety Program Manuals and the coordination for the revision of the Standard Operating Procedures as required.
- Recommending the establishment of Safety Performance goal(s) to the General Manager, along with the associated action plans.
- Managing safety committee meetings, including the preparation of agenda, the recording, preparation and the dissemination of minutes for the tracking of related activities.

Applicants must possess a recognized Bachelor's degree or equivalent in Occupational Health and Safety or Airport Management or a related field with concentration on aerodrome and facilities safety, risk mitigation and safety audit investigations. The post-holder must have at least five (5) years relevant experience working in a similar role dealing with the aspects of Safety, Risk Mitigation and/or Quality Assurance processes. Additionally, excellent oral, written and interpersonal skills, impartiality and independence are required. **AIRPORT SECURITY VETTING IS A MANDATE FOR THIS POST**

Applicants interested in being considered for the above post **MUST** submit a completed security vetting form (to include passport and social insurance numbers), copies of their education qualifications, in addition to the completed application form.

Ref: 6070/31/0103

Closing Date: 13th March, 2013

STORES MANAGER
PS25-27 \$77,254 - \$82,581
Department of Public Transportation

The Department of Public Transportation is offering a challenging opportunity to a highly motivated individual who will work under the general direction of the Assistant Director, Maintenance and Technology. The Stores Manager will manage and supervise the purchasing and supply section to ensure the availability of sufficient inventory and fuel, to meet the demands of the maintenance and operations sections. The postholder is also responsible for working within approved budget parameters and for providing operational reports and statistics as required by senior management, as well as being responsible for managing the activities associated with the local and international purchases of materials and supplies at DPT.

Applicants must possess an Associate's degree or equivalent, a certificate from the Institute of Purchasing Management or equivalent, or be a Member of the Institute of Motor Industry or equivalent and have a minimum of five (5) years' post qualification experience.

In addition the Stores Manager must be fully conversant with Microsoft Office Suite, possess a valid bus operator and light van license and be available on an on-call basis to respond to emergencies involving DPT vehicles.

Applicants interested in being considered for the above post MUST submit a completed security vetting form (to include passport and social insurance numbers), copies of education qualifications and any other relevant information in addition to the completed application form.

Ref: 6067/35/0228

Closing date: 13th March 2013

The Cabinet Office

SENIOR TRAINING MANAGER
PS 38-40 \$122,064 - \$132,248
Department of Human Resources

The Department of Human Resources is responsible for providing a comprehensive range of Human Resources Management and Development services to Government Ministries and Departments, supporting them in the achievement of the strategic and operational objectives of the Public Service. Effective management of teams and individual public officer competence are key factors in the continuing growth development and success of the Service. The Learning and Development Section of the DHR aims to play an important role in these processes through provision of an annual training programme and associated learning and consultancy services to our customers and clients.

Working under the general direction of the Director of Human Resources, the Senior Training Manager manages the learning and development function of the Department of Human Resources in its planning, delivery and evaluation of an annual training programme and range of supporting services to officers throughout the Public Service, to ensure that they are well equipped to discharge the duties and responsibilities of their offices effectively and efficiently. The Senior Training Manager is also responsible for the overall leadership, management and administration of the Learning and Development Section, to ensure that learning, training and development services are delivered in accordance with current policies and procedures both efficiently and effectively. The postholder ensures that there are sufficient financial and physical resources to meet the needs of the Learning and Development Section. The Senior Training Manager represents the Learning and Development function as a member of the Senior Management Team of the Department of Human Resources.

Essential Knowledge and Skills:

- Leadership; managerial; strategic planning; consultancy; policy development; project management; programme evaluation; change management; motivational; technical knowledge and experience of training analysis, design, delivery and evaluation; highly-developed communication (verbal and written), analytical and interpersonal skills; decision making; and multi-tasking.

Attainments/Qualifications:

- Applicants should possess a Masters degree or an equivalent qualification in a Human Resources/Training and Development discipline and hold Corporate membership of a recognized professional institute.

- In addition, applicants must be able to evidence a minimum of five (5) years experience within the training and development profession and at least two (2) years management experience (managing people, finance, projects etc), preferably in a large organization.

Consideration will be given to applicants for the post who do not possess the minimum academic qualifications but who can demonstrate a minimum of ten years professional training and management experience, and a record of continuous professional development.

Short-listed applicants may be required to complete an assessment. The preferred candidate will be required to be security vetted.

Ref: 6068/26/0016

Closing Date: 13th March 2013