



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](http://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 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*

**COORDINATOR, OCCUPATIONAL THERAPY AND PHYSIOTHERAPY SERVICES**  
**PS 35-37 \$109,429 – 117,690**  
**Department of Health**

Applicants are invited for the post of Coordinator, Occupational Therapy and

Physiotherapy Services within the Department of Health.

The successful applicant will work under the direction of the Senior Medical Officer to manage and administer community-based rehabilitation services, which include occupational therapy and physiotherapy services and programmes provided through the Department of Health. The post holder will lead a team of occupational therapists and physiotherapists to ensure the delivery of quality community-based therapy services to pre-school, school-aged children, seniors, disabled clients and others, which includes prevention, screening, assessment and evidence-based treatment intervention.

The successful applicant must be professionally qualified in either Physiotherapy or Occupational Therapy and be registered with the Council for Allied Health Professions. A minimum of five years' post qualification experience in a related field, three of which must have been in a supervisory position is also required. Progressive administrative experience would be considered an asset.

In addition to having extensive knowledge of occupational therapy and physiotherapy the successful applicant must be equally adept at performing administrative, human resource and fiscal management duties. He/she will also be required to have a valid Bermuda driver's license and use their own vehicle for transportation.

Applicants interested in the above post **MUST** submit a completed security vetting form (to include passport and social insurance numbers), copies of educational qualifications, a completed application form and resume. Short-listed applicants may be required to perform a skills assessment.

**Ref: 6073/22/0339**

*Closing: 20<sup>th</sup> 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: 6071/113/0097**

*Closing date: 13th March 2013*

**ASSISTANT TAX COMMISSIONER - AUDIT AND COMPLIANCE (Under Review)**  
**PS 38-40 \$122,064 - \$132,248**  
**Office of the Tax Commissioner**

Applicants are invited to apply for the post of Assistant Tax Commissioner Audit and Compliance in the Ministry of Finance.

Under the direction of the Tax Commissioner, the post holder is responsible for managing the audit, investigation and inspection of taxpayer records to ensure compliance with respect to numerous Tax Acts. The post holder is responsible for developing and supervising investigative and fraud audits, and recommends amendments to the legislation to strengthen the audit function. The post holder is also responsible for developing and managing taxpayer and staff educational programs, providing professional advice and assistance to the Tax Commissioner including representing the Tax Commissioner in taxpayer objections and appeals before the Tax Appeal Tribunal and Supreme Court. The post holder is also required to have a good working knowledge of the department operations.

The successful post holder must possess a Bachelor's degree preferably in Accounting and an internationally recognized professional accounting designation. A minimum of five years' relevant post qualification experience preferably in a tax or auditing environment is also required, inclusive of using computerized accounting systems for audits.

The post holder must have an appreciation of tax and company laws with a wide knowledge of business accounting practices and possess well developed analytical and communication skills. Supervisory experience at a senior level is required and the postholder must be able to handle staff and taxpayers with tact and diplomacy.

Applicants 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. Please note shortlisted applicants may be required to undergo a skills assessment.

**Ref: 6072/38/0028**

*Closing date: 20<sup>th</sup> 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*