



# 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.***

## The Cabinet Office

**CABINET OFFICE INTERN (4 posts)**  
**PS18 \$61,278.10 (\$5,106.51 monthly)**  
**Cabinet Office Internship Programme**

Are you a recent college or university graduate looking to jumpstart your career?

Do you have a keen interest in public administration, a good attitude and a strong work ethic?

Do you think that you have what it takes to work in the heart of Government?

Have you been described as innovative or progressive? Can you deliver on time and every time? If you answered yes to these questions, you may be an excellent candidate for the Cabinet Office Jumpstart Internship Programme.

This exciting one year programme offers successful applicants the opportunity to work under the general direction of the Secretary to the Cabinet to undertake projects designated by the Cabinet Office and to provide administrative assistance on a range of relevant work on an as needed basis. Successful applicants will be given broad exposure to the inner workings of Government and will be placed in various Departments, to provide assistance where needed.

Applicants must have obtained a Bachelor's degree from a college or university within the last two years. No relevant work experience is required; however a keen interest in the area of public administration would be an asset.

The post-holders must be able to think critically, communicate effectively both orally and in writing, be computer literate, have the ability to work both independently and in a team setting, and maintain a professional demeanor at all times. Successful applicants may be required to work irregular hours. Business attire is essential.

All applicants must be Bermudian and submit proof of Bermudian citizenship with their application.

The completed application form, together with copies of academic/professional qualifications, must be submitted, quoting the appropriate reference number, to the attention of Ms. Marisa Sharpe, The Cabinet Office, 105 Front Street, Hamilton HM 12.

For more information please e-mail [jumpstart@gov.bm](mailto:jumpstart@gov.bm) or call Ms. Marisa Sharpe at 298-7162 or Mrs. Alberta Dyer-Tucker at 298-7168.

**Ref: 6084/09/0035/0036/0037/0038S**

***Closing date: 12th June 2013***

## Ministry of Legal Affairs

**SENIOR CROWN COUNSEL**  
**PS45 \$164,538**  
**Attorney-General's Chambers**

Applicants are invited to the post of Senior Crown Counsel within the Attorney-General's Chambers. The successful applicant will be assigned by the Attorney-General to the Civil/Advisory and Litigation Section of Chambers and will work under the general supervision of the Solicitor General.

Duties of the post will consist of but are not limited to:

- conducting civil litigation in all courts of Bermuda;
- providing legal advice, and drafting legal documents including Conveyances and Leases as required for Government Ministries and Departments as directed by the Attorney General or the Solicitor General ; and
- serving as a mentor/advisor to Junior Crown Counsel and Pupils.

Applicants must be qualified to practice law in a Commonwealth jurisdiction. In addition, a minimum of eight (8) years' post qualification experience in related areas is required. Applicants should have experience in more than one of the following areas of law: Constitutional, Administrative, Civil, International, Conveyancing/Planning, Corporate and Telecommunications.

**Ref: 040083**

***Closing date: 29<sup>th</sup> May 2013***

**LEGISLATIVE EDITOR**  
**PS22-24 \$70,827 – \$74,808**  
**Attorney-General's Chambers**

Applications are invited for the post of Legislative Editor in the Attorney-General's Chambers.

Working under the direction of the Legislative Database Manager, the successful applicant will be responsible for:

- Legislative editing services for Parliamentary and Assistant Parliamentary Counsel with respect to bills, regulations and other statutory instruments to be tabled in the Legislature or published in the Official Gazette.
- Drafting simple legislative instruments and orders under the direction of Parliamentary Counsel.
- Making revisions and adding consolidated laws to Bermuda's Legislative Database, on approval by Parliamentary Counsel.
- Researching linguistic conventions and promoting compliance by Parliamentary Counsel with them and with the drafting styles set out in the Legislative Drafting Style Manual.

Applicants must have a Bachelor's degree in Communications, English, Journalism, Law or a relevant discipline. Two (2) years' post-graduate experience writing or in proofreading and editing complex texts or documents is required. A sound knowledge of English grammar and a good eye for detail is required as well as experience in accessing, handling and communicating information electronically. The ability to work well as part of a team and to conduct research on legal databases is required. Knowledge of legal terminology would be an asset.

**Ref: 04/0022**

***Closing date: 29<sup>th</sup> May 2013***

**COURT CLERK**  
**PS11-13 \$49,160 - \$51,984**  
**Magistrates' Court**

The Magistrates' Court is seeking a mature, reliable and honest individual to work under the direction of the Office Manager to perform case management and support, which contributes to the efficient management of court cases. Post holder also provides in-court support. The post holder must have successfully completed a BSC or equivalent and a general secretarial certificate of at least one years' duration with keyboarding skills of 60 wpm. The post holder must be capable of operating a personal computer using the Windows operating systems and JEMS software.

A minimum of one years' experience is required in a Magistrates' Court or Legal Officer or equivalent experience required. The post holder should have the aptitude to acquire a sound working knowledge of legislation concerning court records and case processing.

The postholder should have the aptitude to acquire a sound working knowledge of legislation concerning court records and case processing. The ability to handle confidential information and communicate with the public and Court Officers is essential. The postholder performs cashiering functions and supports all areas of the Court on a daily basis and must handle information in a reliable and accurate manner.

**Ref: 03/0043**

***Closing date: 29<sup>th</sup> May 2013***

## Ministry of Public Works

**SOLID WASTE MANAGER**  
**PS 35-37 \$109,429 – \$117,690**  
**Department of Works and Engineering**

Applicants are invited for the post of Solid Waste Manager within the Waste Management Section of the Department of Works and Engineering.

Under the general supervision of the Chief Engineer, the successful applicant will manage the Waste Management Section, set policies and standards, act as the Government's functional authority on waste management matters and manage: the provision of residential waste collection services, recycling services, special wastes disposal, operation of the Airport and Marsh Folly Waste Management Facilities as well as Waste Education and Awareness Campaigns for the Government.

Applicants must have a Bachelors degree in Environmental Science or related field or equivalent. Along with a minimum of five (5) years of meaningful experience in Solid Waste Management including responsible administration duties.

Additionally, this post requires an individual with excellent communication skills both written and oral and must be conversant in the latest technologies and methods of managing waste. Experience in computerized office software including Excel, MS Word, PowerPoint, and MS Outlook is an asset.

**6055/82/0091/RA**

***Closing date: 29<sup>th</sup> May 2013***

**CIVIL ENGINEER, STRUCTURES (Temporary Additional for 2 ½ years)**  
**PS 32-34 \$99,048 - \$105,765**  
**Department of Works and Engineering**

Applicants are invited for the posts of Temporary Additional Civil Engineer, Structures within the Ministry of Public Works.

Under the general direction of the Principal Civil Engineer, Structures the successful candidates will manage the planning, design, and construction of civil engineering works with a structural bias including preparing tender documents, site supervision, and investigations and feasibility studies. The successful candidates will also share the responsibility for supervision and training of a small group of professional staff and direct supervision of contractors under various conditions of contracts.

Duties of these posts include, but are not limited to:

- preparing detailed design calculations which may involve reinforced concrete, structural steel, bridge structures, retaining walls, marine structures etc.;
- supervising the satisfactory completion of projects and correction of defects before authorizing final payments;
- provided preliminary scheme options for relevant committees, clients and stakeholders;
- ordering materials and ensuring delivery to match construction programs; and
- undertaking duties of the Principal Civil Engineer as requested during their absence from the office.

Applicants must possess a recognized Bachelors degree in Civil Engineering and must be a Chartered or Professional Engineer (CEng, PEng or equivalent) and be eligible for corporate membership with the Bermuda Association of Professional Engineers or equivalent professional body overseas.

In addition, a minimum of three (3) years post professional qualification (CEng, PEng or equivalent), experience in mainstream Civil Engineering with an emphasis on Bridge, Marine and Building Engineering is required. Experience in the use of structural engineering computer aided design and analysis software is also required.

This position will be offered for a two and one-half (2 ½) year contract term.

**6009/82/0108A/RA**

***Closing date: 29<sup>th</sup> May 2013***