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GOVERNMENT CAREERS



We are Bermuda's largest employer offering a wide variety of challenging careers and excellent training, learning and development opportunities that give our employees the competitive edge.

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(Unless otherwise specified)

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 (5 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 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 Public Works

ESTATES SURVEYOR
Public Works Headquarters
PS32-34 \$ 99,048.66 - \$ 105,765.27
Job number: DHR00006

Working under the general direction of the Senior Estates Surveyor, the post holder manages, supervises, directs and controls all aspects of the Estate Section's activities to provide estate management services and advice to the whole of Government and the general public.

Post holder must have:

- Good technical knowledge in regard to the post
- Ability to understand and prepare annual budgets
- Good time management skills

A minimum of three (3) years' post professional qualification (MRICS) experience in estates management and valuation is required. Computer literacy and familiarity with property orientated IT systems is essential.

The successful post holder must possess a Bachelor's Degree in Estate Management or equivalent and be a Member of the Royal Institution of Chartered Surveyors (Valuation or Commercial Property Faculty) and be qualified for registration as a Professional Surveyor in Bermuda.

Duties and Responsibilities of Post include but not limited to:

- Providing a comprehensive property management service to Government including the acquisition and disposal of freehold and leasehold land and buildings, on behalf of Government at market value.
- Negotiating terms and preparing Sales Agreements and Conveyances for acquisitions and disposals, and for Easements, and notifies the appropriate Government authorities of the transaction.

Applicants short listed for interview will be security vetted.

Closing date: 5th June 2013

Applicants must apply online at www.govtcareers.gov.bm.

Ministry of the Environment and Planning

HEAVY LABOURER
Department of Parks
Salary: \$ 53,151.15
Job number: DHR00032

The post holder works 37.50 hour work week under the direction of the Superintendent as well as the supervision of the Foreperson of the crew carrying out the general duties associated with maintenance and development of gardens, parks and other areas.

This position provides the post holder with the opportunity to participate in additional training (both in-house and from outside institutions) to develop skills and a working knowledge of sound horticultural and/or arboricultural practices.

The successful applicant must have completed the Bermuda Secondary Certificate

(B.S.C) or equivalent.

The post holder will be required to work island wide from St. George's in the east to Sandy's in the west.

All applicants who are short listed for an interview will be security vetted through the Bermuda Police Service.

General duties of the post include but are not limited to:

- Edge and weed gardens and cultivate soil with hand tools
- Operate push mowers, trimmers and blowers
- Pick up litter, rake or sweep, move wheel barrows of soil, sand, rubble, manure, mulch etc.

Closing date: 5th June 2013

Applicants must apply online at www.govtcareers.gov.bm.

ASSISTANT PARK PLANNER
Department of Parks
PS25-27 \$ 77,254.32 - \$82,581.33
Job number: DHR00019

The Assistant Park Planner works under the direction of the Park Planner, to develop, formulate and implement management plans, landscape designs and policies for development and enhancement of the protected areas in accordance with the Bermuda National Parks Act. The Assistant Park Planner is also responsible for the maintenance and improvement of the Railway Trail and for conducting research on the environmental and historical aspects of the park system.

The Assistant Park Planner must possess a working knowledge of the sub-tropical plants, landscape architecture and design, project management and processes and the Government approved contract management processes. The Postholder must have a working knowledge of the Bermuda National Parks Act 1986 and Bermuda National Parks Regulations 1988 and should be proficient in the use of the Microsoft Office Suite, including Word, Excel and PowerPoint and AutoCad 2000 and desktop publishing packages.

A minimum of two (2) years' relevant experience in park planning, design and development is required for the post. The postholder must possess a Bachelor's degree in landscape architecture, geography, environmental studies or equivalent from a recognized institution. All applicants who are short listed for an interview will be skills tested, and subject to security vetted through the Bermuda Police Service. Successful applicant must have a valid driver's license. Lifting is required for the position.

Duties of the post include but are not limited to:

- Developing and implementing educational programmes for the schools and the public generally, to increase awareness of the Parks and the importance of protecting the environment and open spaces.
- Being responsible for the tendering and contract management of the Railway Trail National Park by approved maintenance contractor(s).
- Developing plant surveys and database management of special plant collections in conjunction with the Park Planner.
- Inspecting all public playgrounds for immediate and potential defects on a regular basis.

Closing date: 5th June 2013

Applicants must apply online at www.govtcareers.gov.bm.

PARK PLANNER
Department of Parks
PS32-34 \$99,048.66 - \$105,765.27
Job number: DHR00017

The Park Planner works under the direction of the Director of Parks. The successful applicant will develop and formulate management plans and policies for the protected areas under the Bermuda National Parks Act. This will include design work and landscape architecture.

Duties will include:

- conducting professional analysis of data and information relevant to the management plans and development of protected areas;
- providing specialist design guidance and detailed design drawings and specifications for tenders and analysis of tenders;
- serve as a liaison with construction and maintenance crews as needed;
- providing information and drafting budget proposals for park development and land acquisition for protected areas.

Applicants must possess a Master's Degree in Landscape Architecture from a recognized institution or a recognized Bachelor's Degree in Planning, Geography, Environmental Studies or equivalent with training in Landscape Architecture. A professional designation in Planning, Design or a related field is required. Applicants must also have three (3) years' post-qualification experience in Park Planning, Design and Development and possess excellent communication and interpersonal skills. Good computer skills and knowledge of AutoCAD 14 is also required.

All applicants who are short listed for an interview will be skills tested, and subject to security vetted through the Bermuda Police Service. Successful applicant must have a valid driver's license. Lifting is required for the position.

Applicants must have the ability to work as part of a team and demonstrate a dedication to professional excellence.

Closing date: 5th June 2013

Applicants must apply online at www.govtcareers.gov.bm.

SENIOR PLANNING OFFICER
PS 35-37 \$109,429 - \$117,690
Planning
Job number: DHR00044

Working under the direction of the Assistant Director (Forward Planning), the post holder is responsible for the performance, appraisal and management of professional Planners, Assistant Planners, Trainee Planners and technical staff in the preparation of various plans and policies, drafting instructions for amendments to legislation, specialist studies and assisting with the evaluation of major planning applications.

The post holder must possess excellent organization, communication, negotiation and problem solving skills. Strong interpersonal skills with a service oriented attitude, the ability to read architectural drawings and computer literacy in MS Office Suite programs including Access, and GIS are also essential. The post holder will be required to work outside normal working hours when necessary.

A minimum of five years' professional planning experience in a planning office, including two years of supervisory and management experience is required.

The successful applicant must possess a Bachelor's degree in Planning, Urban Design, Environmental Studies or a related discipline and must also hold membership in a professional planning institute such as the Royal Town Planning Institute, the Canadian Institute of Planners, the American Institute of Certified Planners or equivalent.

Shortlisted applicants may be required to perform a skills assessment.

The Senior Planning Officer (Forward Planning) is responsible for the production of complex reports and statistical data collection and analysis. He/she also supervises consultants, assists the Assistant Director (Forward Planning) with the preparation and administration of the annual budget, and liaises with/advises other government departments, private organizations and the general public.

Closing date: 12/06/2013

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