



GOVERNMENT OF BERMUDA

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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 the Environment and Planning

**ASSISTANT LAND VALUATION OFFICER**  
**PS35 - PS37 \$109,429 - \$117,690**  
**Department of Land Valuation**  
**Job number: DHR00013**

An exciting career opportunity has arisen for a suitably qualified and experienced applicant to fill with the post of Assistant Land Valuation Officer with the Department of Land Valuation.

The successful applicant will work under the direction of the Land Valuation Officer and is responsible for the administration of the Land Valuation and Tax Act 1967 as amended, and appraisals under the Stamp Duties Act 1976, maintenance of the valuation list including presenting cases at the Land Valuation Appeal Tribunal and Supreme Court.

Applicants must possess a Bachelor's Degree in a relevant subject area, and must be a Professional Associate of the Royal Institution of Chartered Surveyors (RICS) or equivalent. Additionally, the successful applicant must have a minimum of 5 years post qualification experience including the general revaluation process and the use of computers in the mass appraisal of properties for land tax purposes.

The post holder must have a valid driver's license for either bike or car and must be adept at using a personal computer, Excel and Word for Windows.

Applicants must submit copies of education qualifications in addition to the completed application form. Short listed candidates may be required to undertake a skills assessment test.

**Closing date: 19th June 2013**

## Ministry of Public Works

**CONSTRUCTION SUPERINTENDENT**  
**PS26 - PS28 \$79,727 - \$85,639**  
**Public, Lands & Buildings**  
**Job number: DHR00012**

Works under the direction of the Assistant Buildings Manager to plan, organize and control works undertaken. The post holder maintains, restores and improves all facilities, i.e. services and surrounds to standards, determined by the balance between the need and available resources within an agreed policy.

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

1. Issues local purchase orders for non-stock materials, rental of plant (i.e. scaffolding and mechanical) equipment and the services of contractors, inclusive of certifying and processing invoices and interim and final certificates for payment.
2. Ensures all building users' complaints are given attention in accordance with a specified priorities schedule.
3. Ensures that projects are completed to specification, on time and within financial constraints; inspects work in progress and approves completed work.
4. Supervises the Estate Maintenance carried out by the directly employed labour and construction and specialist contractors.
5. Prepares drawings/sketches and specifications and reports for major maintenance and minor capital works.

The post holder must have successfully completed the BSC, or equivalent, and formal technical training of at least one year's duration. The post holder requires a minimum of five years' experience in the construction industry in design, estimating and project management or otherwise have acquired a thorough practical knowledge appropriate to the duties and responsibilities.

The post holder should possess managerial ability, a knowledge of the organization and the needs of construction staff at all levels and ability to understand and work in conjunction with engineering requirements of government buildings and services.

**Closing date: 19th June 2013**

**CHIEF SURVEYOR**  
**PS44 \$157,497**  
**Public, Lands & Buildings**  
**Job number: DHR00024**

Working under the general direction of the Permanent Secretary the Chief Surveyor has responsibility and is adviser to Government on all property issues. Duties will include Asset Management Plan production for Ministries and the implementation, including funding and resource integration, for their delivery. The successful candidate will be involved in advising on policy issues, dealing with major project negotiations, development delivery issues and management, client relationship management and the improvement of team service delivery. Therefore, the ability to be able to negotiate and deliver major projects of all types is crucial.

Applicants must be a Member of the Royal Institute of Chartered Surveyors (MRICS) and be qualified for registration as a Professional Surveyor in Bermuda. Applicants must also have a minimum of five years' post MRICS professional qualification experience at a senior level in matters affecting the management and maintenance of a comprehensive estate of lands and buildings. Candidates should have both public and privates sector experience across a varied portfolio.

The post holder must be a corporate qualified member of the Royal Institute of Chartered Surveyors (Valuation or Commercial Division) and be qualified for registration as a Professional Surveyor in Bermuda.

The post requires public and private sector experience across a large and varied property portfolio, within a customer service culture. Must be computer literate and have proven and extensive Estate Management, and facilities management skills including knowledge of Asset Management Plan preparation and implementation.

Applicants will be required to demonstrate experience in the successful operation of large and diverse technical, professional and project teams as the Chief Surveyor

manages the delivery of the output for the various Public Lands and Buildings Sections including; Estates Surveying and Buildings Maintenance.

Applicants must be knowledgeable and be able to set up, forecast, manage and operate financial budgets for all Sections, and the Department as a whole. Expenditure management, income generation as well as capital receipt generation are all important, together with appropriate mechanisms to monitor these.

With large and diverse manual, technical and professional teams, applicants must have experience and knowledge of relevant legislation and best practices for human resource management, including union interface. Improving training, health and safety, communication and better team working and staff satisfaction are ongoing Ministry priorities and as such the successful candidate should be capable of advancing these objectives.

**Closing date: June 19th, 2013**

**ADMINISTRATIVE CLERK - RECORDS**  
**PS12 - PS14 \$50,958 - \$53,609**  
**Public Works HQ**  
**Job number: DHR00037**

The successful applicant will provide records management services for the Ministry; assist the Administrative Officer to provide administrative support and maintain the electronic Vacation Leave Tracking (VLT) system; assist with the management of office supplies; facilitating repairs to office equipment and develop the Ministry newsletter and rotate within the section periodically.

The post holder must be flexible and able to work as part of a small team, covering for other team members when necessary. Have the ability to communicate effectively with professional officers, both verbally and in writing. Attention to detail and organizational skills are desired in managing the heavy volume of documents to be filed. Administrative training and experience would be an asset. Have technical knowledge of Microsoft suite and be capable of operating within a computerized data input environment.

The post requires a minimum of one years' experience in a similar environment. Applicants must have successfully completed the BSC or equivalent and a Certificate in Clerical Record keeping or equivalent.

Duties of the post include, but are not limited to:

- Operating a computerized Central Filing tracking system, maintaining and updating the information in the computer, conducting audits of the system, maintaining the physical file records, adding new records as required; and retrieving information as requested.
- Processing all outgoing correspondence from the Ministry, including express mail items, utilizing an electronic mail handling system.
- Maintaining Capital Project records, creating indexes of project files for Project Offers and operating a database to record receipt of and, issue of Capital Project contract documents.
- Coordinating records management activities in the absence of the Senior Administration Clerk and Records Control Clerk.

**Closing date: 19th June 2013**

## Ministry of Economic Development

**REGISTRY CLERK**  
**PS11 - PS13 \$49,160 - \$51,984**  
**Civil Aviation**  
**Job number DHR: 00025**

An exciting career opportunity has arisen for a suitably qualified and experienced applicant to fill the post of Registry Clerk with the Department of Civil Aviation.

The post holder works under the supervision of the Director of Civil Aviation to undertake filing, locate files when needed, organize the file room, and to maintain the filing database system. The Registry Clerk also performs switchboard/receptionist duties when receptionist is absent. The Registry Clerk will also assist with completing the clerical workload associated with the Administrative Staff.

The post holder must have successfully completed the BSC or equivalent, plus training in clerical office procedures of one (1) year's duration including keyboarding/word processing and database applications and MS Office required. The post also requires a minimum of one (1) year's experience in filing and computerized office environment.

The post holder must have the ability to recognize issues of a confidential nature and handle appropriately. The Registry Clerk must also be able to plan, organize and schedule priorities in the office. The Registry Clerk must have attention to detail and communicate well with others.

Applicants must submit copies of education qualifications in addition to the completed application form. Short listed candidates may be required to undertake a skills assessment test.

**Closing date: 26th June 2013**

**SAFETY OVERSIGHT ADVISOR**  
**PS34 - PS36 \$105,765 - \$113,480**  
**Civil Aviation**  
**Job number: DHR00049**

The Department of Civil Aviation (DCA) is a Regulatory Authority responsible for the overall conduct and regulation of international and domestic aviation activities for Bermuda. The DCA is seeking to recruit a qualified and experienced Safety Oversight Advisor to be an integral member of the Bermuda DCA team.

The Safety Oversight Advisor is responsible for providing timely, accurate and effective advice on safety and quality management performance, the efficacy of departmental policies and procedures and the Technical Records Library. This includes the development and maintenance of a performance measurement programme inclusive of policy, quality and standardization measures implemented and developed in accordance with legislation, Government policy and senior management direction. The post holder will also be responsible for the coordination, preparation and dissemination of the annual safety plan and report, the business plan and the development and maintenance of the risk register.

The post holder must possess a minimum of ten (10) years relevant experience including quality and safety auditing/evaluating and policy or procedure development with at least three (3) years in the aviation industry.

Applicants for the post must possess a Bachelor's degree in Business Administration, Engineering or other relevant discipline.

Candidates who do not possess the educational requirements but exceed the experience requirements may be considered for this position.

**Closing date: June 19th, 2013**

**HEAD OF AIRWORTHINESS**  
**PS37-PS39 \$117,690 - \$126,595**  
**Civil Aviation**  
**Job number: DHR00055**

The Department of Civil Aviation is seeking to hire a Head of Airworthiness to join its senior management team

The post holder is responsible for ensuring that all national and international standards of airworthiness are achieved by airlines, operators, approved companies, private owners and licensed aircraft engineers for all aircraft on, or desiring acceptance on, the Bermuda Register of Aircraft ("the Registry") through the effective management of the Airworthiness Section. This includes ensuring adequate standards of operational policies and procedures, qualified staff, data management and integrity, and industry regulations are in place and effective.

The post holder will make technical and operational decisions, both domestic and international, relating to all airworthiness matters for final ratification by the Director. This includes, but is not limited to, recommending continued airworthiness maintenance organizations, engineering approvals and approved signatories.

The post holder must possess a Bachelor's Degree in a relevant discipline. The post holder must possess an EASA Aircraft Maintenance Engineer's License, in Category 'B1, B2 or C' or equivalent qualification recognized by Transport Canada (M1 & M2) or the USA FAA A&P with Inspection Authorization (IA). The post holder must possess a minimum of ten years' experience at a senior airworthiness regulatory level, including

industry, technical and managerial experience.

This position requires excellent interpersonal, influencing and communication skills (both verbal and written), the ability to build and maintain productive and positive working relationships and excellent problem solving and decision making skills. Additionally, the post holder must be knowledgeable in and able to successfully operate within the parameters of various international governing bodies and regulations such as the ICAO, EASA, FAA, OTAR's, SOMS, SMS and the Air Navigation (Overseas Territories) Order, to name a few.

The global scope of this post is such that local and international law firms, financial institutions, leasing companies, airlines, Aircraft Maintenance Organizations (AMOs), Continued Airworthiness Management Organizations (CAMOs), aircraft owners/operators and other regulatory bodies are impacted by the management and policy decisions and integrity of airworthiness data.

**Closing date: 26th June 2013**

## Ministry of Tourism Development and Transport

**DIRECTOR**  
**PS44 \$157,497**  
**Marine & Ports Services**  
**Job number: DHR00016**

An exciting career opportunity has arisen for a suitably qualified and experienced applicant to fill with the post of Director with the Department of Marine & Ports Services.

Under the direction of the Permanent Secretary of the Ministry of Tourism and Transport and in accordance with the Marine Board Act, other relevant legislation, international conventions and the departmental policies and procedures to manage and administer the provision of a range of marine services and systems that ensure the safe operation of international shipping and local craft in Bermuda's waters and contribute to the public transportation system. The Director is also responsible for the overall management and administration of the Department of Marine and Ports Services, including the financial and human resources management, training and development and for undertaking liaison and advisory duties on behalf of the Department and associated duties, as requested by the Minister and Permanent Secretary of the Ministry of Tourism and Transport.

The post holder must possess appropriate advanced professional qualifications for a Senior Executive in the maritime industry, including formal management training. The post holder should be able to demonstrate Master's Degree level with appropriate professional registration at appointment, in conjunction with Corporate Membership of the Institute of Marine Engineering, Science and Technology (IMarEST) or equivalent. The post requires a minimum of ten (10) years' industry experience from the attainment of the advanced professional qualifications for a Senior Executive in the maritime industry.

The post holder must be prepared to occasionally work unusual hours and represent the Government on collective bargaining negotiations, either as Chairman or representative.

Applicants must submit copies of education qualifications in addition to the completed application form. Short listed candidates may be required to undertake a skills assessment test.

**Closing date: June 19th 2013**

## Ministry of Home Affairs

**COMPLIANCE MANAGER**  
**PS 31-33 \$95,503 - \$102,055**  
**Department of Immigration**  
**Job number: DHR00035**

An exciting career opportunity has arisen for a suitably qualified and experienced applicant to fill with the post of Compliance Manager with the Department of Immigration.

Under the direction of the Assistant Chief Immigration Officer; the Compliance Manager is responsible for the overall management and administration of the compliance section's operations. This includes the provision of a broad range of boarder and internal controls, in accordance with the Bermuda Immigration & Protection Act 1956 and related polices. The post holder is responsible for ensuring the efficient and effect delivery of enforcement, compliance, and client services by establishing and measuring performance levels to facilitate optimum service of business processes within the section. The Compliance Manager supervises a number of Compliance Officers and Immigration Officers/Inspectors to ensure accurate and timely processing of their work. Additionally, the Compliance Manager liaisons, consults and advises stakeholders, the general public and senior managers/executives in the public and private sectors, both locally and internationally.

Applicants must have earned a technical academic qualification at an advanced level of three to four years beyond a BSC, (or equivalent post secondary education), preferably in a discipline such as law enforcement, criminology or risk management. In addition, specialist training in investigation, interviewing, taking witness statements and preparing cases for the prosecution of immigration violations is required. A minimum of five years' relevant experience is also required for the post, including at least two years of supervisory experience.

The successful applicant must have strong business practices in business planning, financial management and administration. He/ She must be capable of working in a computerized environment as the applicant will be required to prepare detailed and complex reports on operational matters and advise on changes in polices or programmes. Additionally, strong organizational, interpersonal and communication skills are required. The applicant must be willing to occasionally work outside of the normal working hours.

Applicants must submit copies of education qualifications in addition to the completed application form. Short listed candidates may be required to undertake a skills assessment test.

**Closing date: June 19th, 2013**

## Ministry of Public Safety

**BUSINESS ANALYST**  
**PS30 - PS32 \$92,096 - \$99,048**  
**Bermuda Police Service**  
**Job number: DHR 00048**

An exciting career as a Business Analyst presently exists within the Technology Department of the Bermuda Police Service.

Working under the direction of the Information Services Department, the Business Analyst acts as liaison to the various divisions and units of the Bermuda Police Service in providing system design, development and implementation support. The post holder administrates the resolution of computer and software problems which may include coordinating with third party service providers. He/she is also responsible for all Systems change management processes, the administration of database management, report documentation and the supervision of a team of technical staff.

The post holder must have successfully completed a Bachelor's degree, with a Computer Analyst Certificate or equivalent from an Academic or Technical Institute. A minimum of three years' relevant experience is required, (experience in computer systems organization as a computer analyst or a business analyst creating automated solutions to business problems). Knowledge of the IBM AS/400 operating system is desirable. Knowledge of Microsoft applications is a must, with strong analytical, programming and problem solving skills with knowledge of budgeting and purchasing systems.

The successful applicant will be required to be a good team player, meet tight deadlines and work outside normal working hours and during weekends from time to time. Previous experience in the use of formal project management techniques would be considered an asset. He/she must also possess a valid Bermuda driver's license.

Applicants must submit copies of education qualifications in addition to the completed application form. Shortlisted applicants will be required to undertake a skills assessment test.

**Closing date: 26th June 2013**