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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.

Cabinet Office

SAFETY AND HEALTH COORDINATOR
PS 31 - 33 \$95,503 - \$102,055
Cabinet Office Headquarters
Job number: DHR00065 (090018)

An exciting career opportunity has arisen for a suitably qualified and experienced applicant to fill the post of Safety and Health Coordinator with The Cabinet Office.

The post holder will report to the Head of the Civil Service and manage the Health and Safety function for Government as an employer. This will include providing advice, guidance and information to all Government Ministries and Departments in connection with the Occupational Health and Safety Act, 1982 (OSHA) and all Regulations. The post holder will also be responsible for coordinating training, ensuring compliance with the Act, and coordinating the provision of information to the Health and Safety Officer in the Ministry of Health. By undertaking risk assessment and analysis, the post holder will be expected to identify and anticipate trends and make recommendations for minimizing risks for both Government and its employees. The post holder may be assigned other project work, as required, by the Head of the Civil Service.

Bachelor's degree in Occupational Health and Safety, Industrial Hygiene or related discipline; together with a membership with the Institute of Environmental Health (M.I.E.H.) or equivalent. A minimum of three (3) years relevant post-qualification experience to include the successful delivery of training programmes, risk assessment, regulatory duties and change management activities.

Consideration will be given to applicants who do not possess the minimum academic qualifications but who can demonstrate a minimum of eight (8) years relevant experience and a record of continuous professional development in this area.

Closing date: 3rd July 2013

Ministry of Finance

SYSTEMS ENGINEER, OPERATIONS AND SUPPORT
PS27- PS29 \$82,581 - \$88,805
Information Technology Office
Job number: DHR00033 (430034)

Works under the direction of the Chief Systems Engineer and in accordance with the established policies, procedures and performance standards, to provide IT systems support and services, establishing that ministries and departments receive reliable and cost effective IT services and that performance issues are investigated, diagnosed and resolved in a timely manner. Systems Engineer, Operations and Support, supervises one of the Systems Operations and Support Sections, including responsibility for the financial and human resources administrative duties. The successful post holder must be able to work nights and weekends as needed.

The post requires a minimum of three years' relevant experience in a similar environment. The postholder must possess a Bachelor's degree in Information Technology or related field. In addition, he/she must also possess a supervisory certificate and a valid Bermuda driver's license.

In lieu of a Bachelor's Degree, applicants who possess one or more qualifications in any of the following (or professional equivalent) with five years' experience will also be considered for the post: Manager's Certificate in IT Infrastructure Management (Higher Level) – Information Systems Examination Board; Server +, Computing Technology Industry Association; MCSE (Microsoft Certified Systems Engineer); and MIEE (Member of the Institution of Electrical Engineers).

Closing date: 3rd July 2013

Ministry of Economic Development

REGISTRY CLERK
PS11 - PS13 \$49,160 - \$51,984
Department of 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

HEAD OF AIRWORTHINESS
PS37- PS39 \$117,690 - \$126,595
Department of 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 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

CORRECTIONS OFFICER (10 posts)
POA1 – POA5 \$63,945 - \$73,936
Department of Corrections
Job number: DHR00078

An exciting career opportunity has arisen for suitably qualified and experienced applicants to fill the positions of Corrections Officer with the Department of Corrections.

The Corrections Officer works under the supervision of the Divisional Officer, and is responsible for supervising, controlling and assisting inmates during all activities, including escorts and visits as per the legislation, policies and procedures that govern the Department of Corrections. Successful applicants must be able to perform all of the duties normally required in predominantly male facilities.

The post holders must have successfully completed the BSC or equivalent. Qualifications in the Behavioral Science and/or Addiction Studies would be an asset. No previous experience is required for this post.

Applicants must be between the ages of 21 - 45 years old, in excellent health and physically fit. Successful applicants must pass extensive and rigorous examinations including a medical, drug screening, physical fitness and assessment testing administered by the Department of Corrections. At the time of the application, candidates are required to provide (at applicant's own expense) in writing, proof of dental and eye fitness.

Candidate information packages must be collected from Corrections Headquarters (located on the upper floor of the Clocktower Mall in the Royal Naval Dockyard).

Closing date: 10th July 2013