



GOVERNMENT OF BERMUDA

# 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.

(View full adverts online)

**Apply online at [www.govtcareers.gov.bm](http://www.govtcareers.gov.bm)**

(Unless otherwise specified)

For more information, please contact the Department of Human Resources at 441-279-2820 or [hr@gov.bm](mailto:hr@gov.bm)

*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 Economic Development

### SENIOR MANAGER – BUSINESS DEVELOPMENT UNIT

PS 42 \$144,319

Ministry Headquarters

Job Number: DHR00057 (950015)

Working under the direction of the Permanent Secretary this post is accountable for the coordination, development and implementation of policy, legislative and administrative programmes relating to International Business. The post has three main strands relating to the progression of appropriate legislative change; the implementation of the business concierge service; and the gathering and analysis of pertinent statistics, data and intelligence. The post is also accountable for managing and administering the operational, financial, planning and budgeting functions within the Unit.

A minimum of a Masters degree in business, economics or law or an applicable internationally recognized professional designation in a related discipline is required. The post requires a minimum of 5 years' relevant experience in a senior management position within government or international business. Experience in policy and legislative development, research and data analysis as well as project management, are desired.

**Closing date: 24th July 2013**

## Ministry of the Environment and Planning

### MINISTRY COMPTROLLER

PS Grade 37-39 \$117,690 - \$126,595

Ministry of the Environment and Planning Headquarters

Job Number: DHR000113 (500015)

Under the direction of the Permanent Secretary with dotted line reporting to the Ministry of Finance (MOF), the Ministry Comptroller is responsible for the financial management, reporting administration, and management of resources associated with the Ministry of the Environment and Planning. In addition, the post-holder will be engaged in the strategic planning, budgeting process, financial and managerial accounting and control of the Ministry.

The post-holder must be professionally qualified in Accounting and be a full member of an internationally recognized professional body i.e. Chartered Accountants, Certified Public Accountants, Chartered Institute of Management Accountants, Certified General Accountants and Association of Chartered Certified Accountants etc. The post-holder must also be current with continuing professional education requirements for their designation and familiar with the CICA handbook and IFRS reporting standards. A minimum of five years' relevant post-qualification experience in finance and administration including experience in a senior position is required; with a minimum of two years' experience working with a major financial system.

Shortlisted applicants may be required to take skills assessments.

**Closing date: 31st July 2013**

## GOVERNMENT HOUSE

REQUIRES A

### LAUNDRY WORKER/HOUSEKEEPER

**This individual should be dependable, discrete and willing to work hard. They should possess good communication skills and a knowledge of housekeeping is essential. The individual will be required to work a 30 hour work week with occasional weekends.**

#### **Duties at present include:**

- Assisting in the general cleaning duties of the ground floor
- Washing, drying and ironing of laundry for the Governor, Mrs. Fergusson and house guests
- Polishing of brass and silver
- Must be able to alter clothing as needed

Written application listing experience and valid references can be forwarded to:

**Aide-de-Camp  
Government House  
11 Langton Hill  
Pembroke, HM 13  
Tel: 441-292-3600**

**Deadline for applications – 26th July 2013**