



GOVERNMENT OF BERMUDA

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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 the Environment and Planning

### MARINE ECOLOGY TECHNICIAN (Under Review)

**PS 24-26 \$74,808 - \$79,727**

**Conservation Services**

**Job Number: DHR00092 (690017)**

Working under the supervision of the Principal Scientist - Marine Conservation the Marine Ecology Technician assists with research and laboratory work; inclusive of the collection and analysis of scientific data and managing pilot programs in respect to population assessment and conservation of threatened species. The Marine Ecology Technician also maintains the protected dive sites moorings; operates and maintains the vessels belonging to the Section; and undertakes associated duties within the Section.

The post holder must possess a Bachelor's degree in Biological Science, with an emphasis on ecology, marine biology, fisheries or in a related discipline. The post requires certification in Rescue SCUBA Diver or equivalent, CPR, First Aid and oxygen provider and the possession of a valid Bermuda "C" Class Pilot's license. A minimum of two years' relevant experience in boat handling, field work, SCUBA diving, data analysis and report writing is also required.

The successful post holder must also possess a valid Bermuda driver's license and be able to work during nights and weekends, as required by the demands of the post.

**Closing date: 7<sup>th</sup> August 2013**

## The Cabinet Office

### MANAGEMENT CONSULTANT

**PS 36-38 \$113,480-\$122,064**

**Management Consulting Section**

**Job Number: DHR00076 (090069)**

The Management Consulting Section of The Cabinet Office seeks a qualified individual with a strong business consultancy background, for the challenging and comprehensive post of Management Consultant. The post holder works as an internal consultant to Government Ministries, Departments and Agencies to provide a

broad range of business consulting and regulatory services. The post is responsible for assisting management to maximize their performance by providing analysis of existing business problems and development of implementable solutions for improvement.

The successful post holder must possess a Master's degree or equivalent qualification in Business or Management Science or Public Administration with a minimum of five years' relevant work experience.

The post holder must demonstrate the ability to analyze, make evidence based recommendations, and assist clients with meeting their strategic, operational, and functional goals as well as assessing and proposing resource allocation and organizational structures for Government Ministries, Departments and Agencies.

The successful post holder may be required to work beyond normal working hours to ensure deadlines are adhered to and predefined project timelines are maintained.

**Closing date: 7<sup>th</sup> August 2013**

## Ministry of Home Affairs

### CUSTOMER SERVICE REPRESENTATIVE (2 posts)

**PS 14-16 \$53,609 – \$57,167**

**Department of Immigration**

**Job Number: DHR00095 (270011, 270023)**

The successful post holder will work under the general supervision of the Personal Services Manager to process applications for personal documents, (e.g. travel documents, status/naturalization documents, certificates, permits, etc.) OR an Industry Relationship Manager to process applications for work permits, submitted by corporate clients, in accordance with the provisions of the Bermuda Immigration & Protection Act 1956 and related policies, rules and regulations; the Accord between the Government of Portugal and Bermuda, the British Nationality Act; and Diplomatic Services Procedures. The post holder also provides quality service to both individual and corporate clients and undertakes administrative duties as required.

The successful post holder must have completed secondary schooling, possess a BSC (or equivalent) and successfully completed an academic or technical course in paralegal studies, accounting, office administration (or equivalent) of one years' duration. The successful post holder must be capable of operating in a computerized office environment. A minimal of two years' relevant experience is required for the post with at least six months of experience in a customer/client service environment.

Short listed candidates may be required to undertake a skills assessment test.

**Closing date: 7<sup>th</sup> August 2013**

## Ministry of Public Works

### PRINCIPAL HIGHWAYS ENGINEER

**PS36 - PS38 \$113,480 - \$122,064**

**Department of Works & Engineering**

**Job number: DHR00042 (820084)**

Under the direction of the Chief Engineer, the Principal Highways Engineer is responsible for the management of the Highways Section of the Department of Works and Engineering. The mandate of the Highways Section is to maintain the public road infrastructure, to ensure the safe passage of motorists and pedestrians. This entails all work associated with the planning, design, construction and maintenance of road schemes and bus shelters and includes activities such as resurfacing, drainage, signage, markings, construction of retaining walls and stabilization of roadside rock cuts. Candidates will be responsible to functionally manage similar activities for roads and related structures in the custody of other Government agencies, to assist the Department of Planning and to complete other networks within the Section's expertise such as managing improvements to private roads and etc. under the Private Road Improvement Act.

Applicants must hold a recognized Bachelor's degree in Civil Engineering and must be eligible to register as a Professional Engineer in Bermuda or equivalent. Applicants must have a minimum of five years' post professional experience in the management of Highway works, including forward strategic planning, highway construction and maintenance, and preparation of related drawings, supervisory and contract documents and experience in leading a team of Engineers engaged in this work. Experience in labour management, cost control, productivity and implementation of efficiency controls is essential. The post holder must have experience in legislative interpretation and implementation and will be required to work with the Attorney General's Chambers on legislative amendments.

**Closing date: 9<sup>th</sup> August 2013**