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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.

Bermuda Register of Aircraft and Bermuda Air Operators Certificate Holders, in accordance with International and National aviation legislation, as well as all Flight Operations standards. The Flight Operations Technical Assistant processes various applications associated with the registration of aircraft and maintains data on all airlines, operators and flight crew operating or desiring acceptance to the Bermuda Register of Aircraft. In addition, the post holder assists the Flight Operations Inspector with safety inspections on both corporate and commercial transport aircraft visiting or transiting the L.F. Wade International Airport.

The post holder must possess a Bachelor's Degree or equivalent in Aviation Management or other relevant discipline. In addition, the post holder must possess an aviation qualification such as a Commercial Pilot's or ATC licence or Air Traffic Control/Dispatcher qualifications. A minimum of three years relevant experience is required.

The post holder must be in possession of a valid passport with no restriction on travel as some overseas travel may be required. In addition, the post holder should have excellent organizational and inter-personal skills along with an appreciation for awareness of ethnic and cultural differences.

Closing date: 28th August 2013

Ministry of Public Works

TRAINEE ESTATES SURVEYOR
PS 20-22 \$65,879 - \$70,827
Department of Public Lands and Buildings
Job Number: DHR00123 (810318S)

Applications are invited from university graduates for the training position of Trainee Estates Surveyor within the Department of Public Lands and Buildings. Applicants preferably should have graduated with a degree in Estate Management or a similar surveying degree. Applications are also invited from graduates with a non-surveying related degree, who would then be required to undertake a three (3) year distance learning course in Estate Management during the period of the training position.

The trainee will be supported by a team of qualified professionals and will be trained in accordance to the guideline specified in an agreed Development Plan. This training is designed to provide the successful applicant with the necessary work experience, professional training and development in Estate Management. This background is required to achieve professional accreditation and become a Member of the Royal Institution of Chartered Surveyors. Professional accreditation is required for recommendation for appointment to a permanent post.

Closing Date: 28th August 2013

Ministry of the Environment and Planning

VALUER
PS Grade 31-33 \$95,503 - \$102,055
Department of Land Valuation
Job Number: DHR00109 (490003)

Under the direction of the Assistant Director, Stamp Duty Section, the Valuer undertakes statutory appraisals of properties for the Tax Commissioner and the Registrar of the Supreme Court and provides open market appraisals to other Government Departments as required. In accordance with the Land Valuation and Tax Act 1967, the Valuer also carries out statutory appraisals of properties in order to maintain assessments in the Valuation List and may be required to defend the appraisals at a Tribunal hearing. In addition, the Postholder performs general administrative duties as well as additional duties within the Section.

The postholder must possess a Bachelor's Degree in a relevant subject area and must be a Professional Member of the Royal Institution of Chartered Surveyors (RICS) or equivalent. A minimum of three years' post-qualification experience with an emphasis on valuations for land tax (or rating) purposes including appearances before appeals tribunals as an advocate/expert witness. Experience with computers and their use in the valuation process, particularly in "mass appraisals" is necessary.

Being a Registered Surveyor in Bermuda would be an asset as it is required under the Professional Surveyors Registration Act 1997. The possession of a valid Bermuda driver's license is also required.

Closing Date: 28th August 2013

Ministry of Legal Affairs

ASSISTANT PARLIAMENTARY COUNSEL
PS 28-40 \$85,639-\$132,248
Attorney General's Chambers
Job Number: DHR00098 (040074)

The Assistant Parliamentary Counsel works under the supervision of the Deputy Chief Parliamentary Counsel and in accordance with ministerial policies and procedures, to provide a range of professional legislative drafting services and legal advice to Cabinet Ministers, Government Ministries and Departments and His Excellency the Governor, to ensure the timely and efficient delivery of Government legislation. The Assistant Parliamentary Counsel participates actively in his/her professional development and training, which is designed to prepare him/her for appointment to a Parliamentary Counsel post in the Section, and undertakes associated legal duties, as requested by the Deputy Chief Parliamentary Counsel and the Chief Parliamentary Counsel.

The Postholder must be a qualified Barrister and/or Attorney in a Commonwealth jurisdiction. A minimum of one (1) years' relevant post-qualification experience is required.

Closing date: 28th August 2013

Ministry of Legal Affairs

PARLIAMENTARY COUNSEL
PS 44 \$157,497
Attorney General's Chambers
Job Number: DHR00097 (040041)

The Parliamentary Counsel works under the direction of the Chief Parliamentary Counsel and in accordance with ministerial policies and procedures, is responsible and accountable for providing a range of professional legislative drafting services and legal advice to Cabinet Ministers, Government Departments and His Excellency the Governor, to ensure the delivery of Government's legislation in a timely and efficient manner. In addition, the Parliamentary Counsel participates in the professional development and training programme of the Section, which is designed to

enhance the legislative drafting skills and professionalism of the Assistant Parliamentary Counsel, Pupils and Law Students. As well, the Parliamentary Counsel undertakes associated legal and operational duties, as requested by the Chief Parliamentary Counsel.

The Postholder must be a qualified Barrister and/or Attorney in a Commonwealth jurisdiction. A minimum of five (5) years' relevant post-qualification experience in the drafting of legislation in a Commonwealth jurisdiction is required.

The Parliamentary Counsel must be an excellent drafter with sound knowledge of Bermuda's Constitution, the organisation of Government, the legislative process and parliamentary procedure. Specialised post-graduate training in legislative drafting is an asset.

Closing date: 28th August 2013

Ministry of Finance

ASSISTANT TAX COMMISSIONER - AUDIT AND COMPLIANCE
(Under Review)
PS 38-40 \$122,064 - \$132,248
Office of the Tax Commissioner
Job Number: DHR00125 (380028)

Under the direction of the Tax Commissioner, the post holder is responsible for managing the audit, investigation and inspection of taxpayer records to ensure compliance with respect to numerous Tax Acts. The post holder is also responsible for developing and managing taxpayer and staff educational programs, providing professional advice and assistance to the Tax Commissioner including representing the Tax Commissioner in taxpayer objections and appeals before the Tax Appeal Tribunal and Supreme Court.

The successful post holder must possess a Bachelor's degree preferably in Accounting and an internationally recognized professional accounting designation. A minimum of five years' relevant post qualification experience preferably in a tax or auditing environment is also required, inclusive of using computerized accounting systems for audits.

Please note shortlisted applicants may be required to undergo a skills assessment.

Closing date: 28th August 2013

Ministry of Tourism Development and Transport

FERRY SERVICE COORDINATOR
PS 33-35 \$102,055 – \$109,429
Marine and Ports Services
Job Number: DHR00059 (300029)

Under the direction of the Fleet Manager the post holder is accountable for the efficient and effective management of the Ferry Service Section. This includes day to day ferry operations and scheduling as well as maintenance planning and repair coordination work with ferry engineering/technical and maintenance services. The post holder will be accountable for the provision of seaborne public transportation in accordance with the relevant marine legislation, regulations, international agreements, conventions and industry best practice.

The post holder will be required to develop and provide a nautical training programme for all ferry pilots, seamen and support personnel to ensure that a high standard in fleet operations is adopted and maintained. The post holder will also be accountable for budget preparation and the management of all expenditure by the Ferry Service section.

The successful post holder must possess an internationally recognized marine qualification such as a Class 3 or 4 Foreign Going Certificate or equivalent. The successful post holder must possess certification in Supervisory Management and have a minimum of three (3) years relevant post qualification experience in a relevant marine field.

Closing date: 30th August 2013

FLEET MANAGER
PS 36-38 \$113,480 – \$122,064
Marine and Ports Services
Job Number: DHR00060 (300037)

Under the direction of the Director of Marine and Ports Services, the post holder is accountable for the efficient and effective management of engineering and technical support services for the Department of Marine & Ports Service's fleet of vessels (i.e. Tugs, Tenders, Ferries, Pilot and Rescue boats, etc.). Such work will be undertaken in accordance with all appropriate marine legislation, regulations, international conventions and industry best practice in relation to fleet maintenance and repair, while balancing such work against operational priorities.

The post holder will be responsible for the management and provision of nautical training and development programmes for staff and will be accountable for all expenditure and budget preparation work; administrative and human resources management duties; and the overall supervision of section staff (i.e. BPSU and BIU staff).

The successful post holder must possess a Class One Engineering Certificate of Competency in Engineering and be an incorporated member of IMarEST (Institute of Marine Engineering, Science and Technology). A minimum of five (5) years relevant management and supervisory experience in marine operations, and at least five (5) years post-qualification experience managing technical and engineering marine services including demonstrated familiarity with planned maintenance systems is also required.

Closing date: 30th August 2013

Ministry of Public Safety

CASE MANAGER/ASSESSMENT OFFICER
PS 28-30 \$85,639 – \$92,096
Department of Corrections
Job Number: DHR00086 (250316)

The successful post holder works under the general direction of the Senior Case Manager to provide services to offenders in one of the three institutions (Co-educational Facility, Prison Farm and Westgate Facility). The post holder works in accordance with the relevant legislation (Prison Act 1979, Prison Rules 1980, Prison Officer's Discipline Rules 1981, Young Offenders Act 1950, Senior Training School Rules 1951), departmental mandates, protocol, policies and procedures. The post holder also provides services to the Courts, Inmate Service Committee, Parole Board, Transitional Living Center and administrative and associated duties within the section.

The successful post holder must possess a Bachelor's degree or equivalent in Social Work, Counseling, Psychology, Criminology or related field. The successful post holder must also have a minimum of three (3) years' relevant experience in Social Work/Psychology or related field, including working with high-risk offenders (individual and group counseling experience).

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

Closing date: 21st August 2013

CLIENT SERVICES OFFICER
PS 25-27 \$77,254 – \$82,581
Department of Immigration
Job Number: DHR00110 (270002)

The post holder will work under the general direction of the Personal Services Manager to manage, administer, monitor and control the operations of the Bermudian Status Application, British Naturalization and Registration and, Long Term Resident Application processes, in accordance with the Bermuda Immigration & Protection Act 1956 and related policies, rules and regulations and the British Nationality Act, 1981. The post holder also performs general administrative duties related to personal re-entry documents, promotes quality service to clients and performs other duties.

The post holder must have completed the BSC (or equivalent) and have a certificate in accounting, business administration (or equivalent) of two years' duration. Post holder must be capable of operating in a computerized office environment. A minimum of three years' relevant experience is required for the post with a broad background in customer service; including at least one year of supervisory experience.

Shortlisted applicants will be required to undergo a skills assessment.

Closing date: 28th August 2013

Ministry of Economic Development

ADMINISTRATIVE ASSISTANT
PS 19-21 \$63,535-\$68,303
Department of E-Commerce
Job Number: DHR00096 (670006)

The Administrative Assistant works under the direction of the Director of E-Commerce, and in accordance with Departmental policies and procedures, provides accurate and professional administrative, secretarial, accounting, clerical and reception services for the Department at large. The post holder also maintains records of the Bermuda Government's digital certificate holders.

A minimum of a Bermuda School Certificate or equivalent, together with a Secretarial Certificate of two years duration is required. The post requires a minimum of 3 years senior/executive experience undertaking administrative, accounting and secretarial work. Also, a working knowledge of the e-Commerce legislation or an interest in technology would be an asset.

Additionally, the position requires working evenings on occasion.

Closing date: 21st August 2013

FLIGHT OPERATIONS TECHNICAL ASSISTANT
PS 27-29 \$82,581-\$88,805
Department of Civil Aviation
Job Number: DHR00122 (570036)

The Flight Operations Technical Assistant works under the direction of the Flight Operations Inspector to carry out regulatory duties relating to the