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For more information, please contact the Department of Human Resources at 441-375-2825 or hr@gov.bm

Under Public Service Commission Regulations, the submitting of any candidate of the Government in respect to a Government post will disqualify the applicant for appointment.

Non Ministry

IT AUDIT MANAGER

PS 35 -37 \$109,429 - \$117,690 (Under Review)

Internal Audit

Job Number: DHR00111 (920015)

The successful post holder is accountable for ensuring that high-quality IT audits, reviews and investigations are conducted in accordance with the relevant Government and departmental policies and procedures; delivered in a timely manner as outlined by the Assistant Director. The post is also accountable for ensuring that reports containing the results of the IT audit or investigation are completed in accordance with the department's timelines and the results as well as recommendations are communicated to the client department. In addition, the post is responsible for monitoring the client departments to ensure that appropriate action is taken with respect to any deficiencies noted in the report. The post holder is also accountable for ensuring that the human resources reporting to the post are recruited for and managed to ensure that individuals are performing their functions in an effective and efficient manner resulting in the department accomplishing its vision, mandate and output measures.

The successful post holder must possess a Bachelor's degree from an accredited college or university in Computer Science, Information Technology, Accounting, Auditing, Business Administration, Finance, Public Administration or a related field. The post holder must hold a professional certification such as CIA (Certified Internal Auditor), CPA (Certified Public Accountant), CA (Chartered Accountant), CFE (Certified Fraud Examiner), CISA (Certified Information Systems Auditor), CISSP (Certified Information Systems Security Professional) or CISM (Certified Information Security Manager). The post holder with a professional designation must be current with their CPE (Continuing Professional Education). The post holder must also possess a minimum of five (5) years full-time experience in auditing, business analysis, or program evaluation, including a least two years supervisory or project management experience.

Closing date: 25th September 2013

Ministry of the Environment and Planning

HEAD ZOOKEEPER

PS 29 – 31 \$88,805 - \$95,503

Department of Conservation Services

Job Number: DHR00100 (690036)

Under the supervision of the Curator of the Aquarium and Zoo the Head Zookeeper manages the Zoo Section of the Bermuda Aquarium, Museum and Zoo (BAMZ). He/she is responsible for ensuring that appropriate professional care, maintenance and improvement of all the zoo exhibits at BAMZ is carried out to promote the enjoyment, security and health and safety of BAMZ's animal residents, visitors and staff. The Head Zookeeper also performs professional zoo keeping duties as well as administrative duties associated with the provision of the services, including financial and human resource

administrative duties.

A Bachelor's degree in Aquarium Science, Environmental Science, Marine Biology or Zoology is required for the post. The post also requires certification in CPR, first aid and oxygen provider and possession of an intermediate truck license. Additionally, a minimum of three years' relevant experience, undertaking professional zoo keeping duties, is required.

Applicants who do not possess a Bachelor's degree, but do possess at least five years' experience in zoo husbandry and management, will also be considered for the post.

Closing date: 25th September 2013

LEGAL AID COUNSEL

PS 36-38 \$113,480 – \$122,064

Ministry of Legal Affairs

Job Number: DHR00145 (870005)

Working under the direction of the Senior Legal Aid Counsel, the post holder will provide legal services to successful applicants including representation in the Bermuda Courts in accordance with the Legal Aid Act 1980. The post holder also provides administrative support/services in respect of the administration of the Legal Aid Scheme.

The post holder must be a qualified Barrister and Attorney. A minimum of five years' experience as a Barrister with the ability to make sound judgments based on a wide range of legal matters is required.

Closing date: 25th September 2013

DIRECTOR

PS47 – \$179,572

Department of Public Prosecutions

Job Number: DHR00143 (750001)

Applications are invited for the post of Director of the Office of Public Prosecutions. The Office of Public Prosecutions has responsibility for the presentation and prosecution of criminal cases in the Courts of Bermuda.

The successful applicant will be responsible for the management and supervision of all criminal prosecutions, ensuring their efficient disposal. The Director will be expected to personally prosecute the more significant cases.

The post holder will provide leadership to ensure high standards as well as train subordinate staff and oversee their career progression. Additionally, the successful candidate will plan and manage the operation of the office and perform associated legal and operational duties.

Applicants must be a qualified Barrister or Attorney at Law of a Commonwealth jurisdiction with a minimum of twelve years experience in significant criminal litigation in courts of unlimited jurisdiction. They should be Bermudian or free of Bermudian immigration control. In addition, applicants must have experience and proven ability in the management of staff. Broad knowledge and practical experience of the criminal justice system and the interrelationship of criminal justice institutions would be an asset. He or she must have the highest levels of integrity and robust independence.

This post will be offered on a three year contract term.

Closing date: 25th September 2013

ASSISTANT REGISTRAR

PS42 \$144,319

Judicial Department

Job Number: DHR00120 (030090)

Under the general direction of the Registrar to the Supreme Court, the Assistant Registrar is responsible for the management, organization, co-ordination of Criminal matters in the Supreme Court. Processes, validates, approves and where appropriate signs official documents on behalf of the Supreme Court. The post holder may also act as Registrar and a Magistrate when required.

The successful post holder must be a qualified Barrister and Attorney of a Commonwealth Jurisdiction with the ability to handle a variety of matters including criminal, civil, matrimonial and commercial in a timely manner. A sound and thorough knowledge of all branches of the law is an absolute requirement. The post holder must have a minimum of seven years' experience in a legal environment, which should include comprehensive knowledge of the legislation relating to the Bermuda Supreme Court procedures including the Rules of the Court of Appeal and the Supreme Court. Experience in the private practice would be an asset. Experience in managing and refining computer based accounting and case management systems will be an advantage. Shortlisted applicants may be required to undergo skills assessment.

Closing date: 2nd October 2013