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For more information, please contact the Department of Human Resources
at 441-279-2820 or 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

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

Non Ministry

INTERNAL AUDIT OFFICER (UNDER REVIEW)

PS 26-28 \$79,727- \$85,639

Department of Internal Audit

Job Number: DHR00118 (920006)

The post holder is accountable for performing audit related services and reviews, risk assessments, and investigations in accordance with the Institute of Internal Auditors and relevant Government and departmental policies and procedures which are to be delivered in a timely manner as outlined by the project lead. In addition, the post holder is responsible for assisting the assigned project lead with monitoring and following up with client departments to ensure that appropriate action is taken with respect to any deficiencies raised in the report. The post holder is accountable for maintaining independence and objectivity while maintaining productive customer and staff relationships through individual contacts and meetings.

Interested applicants are required to have as a minimum a Bachelor's degree from an accredited college or university in Accounting, Auditing, Business Administration, Finance, Public Administration or related field; together with a minimum of two (2) years' experience in an accounting and/or auditing environment.

Additionally, the post holder must be willing to work towards the completion of a professional certification such as CIA, CA, CPA, CMA, CISA, CISSP, CISM within three years from the date of appointment. The post holder must be committed to their goal of attaining a professional designation; therefore he/she must possess discipline, dedication and a high degree of motivation.

The post holder at times may be required to work outside of normal working hours to get the job done.

The post holder must possess a valid driver's license as he/she will be required to travel to Government Departments outside of the City of Hamilton.

Closing date: 9th October 2013