



GOVERNMENT OF BERMUDA

# GOVERNMENT CAREERS



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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.

and commitment to personal and professional development to fill the post of Accountant General, the chief accounting officer for the Government.

Working under the direction of the Financial Secretary, the Accountant General is responsible for the overall operational, financial and strategic management of the Accountant General's Department. The Accountant General is also charged with ensuring that all Government Ministries and Departments are aware of and comply with Government's Financial Instructions and appropriate internal controls.

In accordance with the governing legislation, the Accountant General will be responsible for:

- Timely control, management and accounting for all public funds.
- The method by which payments are to be made into or out of public funds.
- Payment of public funds into the Consolidated Fund.
- Debt collection.
- Oversight of the public pension funds.

Interested applicants must possess a professional accounting designation and current membership with an internationally recognized professional accounting body (i.e. CA, CPA, CGA, ACCA); a minimum of 10 years' post-qualification experience in all aspects of public authority finance. The experience should be recent and at the senior level. Applicants with relevant private sector experience will also be considered.

The ideal candidate will be a strategic thinker who possesses a superior work ethic, exceptional leadership skills, financial acumen with excellent communication (verbal and written) and interpersonal skills. As a team builder and player he/she will also be an energetic, collaborative individual who partners with others to deliver results.

Shortlisted applicants may be required to undergo skills assessments.

**Closing date: 16th October 2013**

**QUANTITY SURVEYOR**  
**PS 33-35 \$102,055-\$109,429**  
**Office of Project Management & Procurement**  
**Job Number: DHR00142 (800012)**

The Quantity Surveyor prepares budgets and cost estimates for the design, construction and management of Capital Development projects; provides contract administration assistance to ensure efficient and effective financial resource management and cost control of projects; ensures tendering procedures are followed, value for money is achieved and projects are fully auditable; and provides advice on the development of policy on cost management practices, including evaluation and maintenance of a statistical data base of current construction costs.

The post requires a minimum of a Chartered Quantity Surveyor certification, namely a member of the Royal Institute of Chartered Surveyors (RICS) or approved equivalent, along with a minimum of five (5) years practicing as a Quantity Surveyor. Candidates for the post must also have specialized experience in construction cost management, following qualifications as a Chartered Quantity Surveyor.

Additional experience including a wide range of professional experience related to various building types and project scales; knowledge and proven demonstrable skills in project preparation and monitoring would be an asset. Familiarity with A.I.A. contract documents and with cost estimating and Project Management software would also be advantageous.

**Closing date: 16th October 2013**

## Cabinet Office

**ADMINISTRATIVE ASSISTANT**  
**PS16-18 \$57,167-\$61,278**  
**Government House**  
**DHR00188 (010004) RA**

Government House is offering a challenging opportunity to a highly motivated discrete individual who will work under the direction of the Private Secretary to organize social and other events at Government House, undertake general secretarial and administrative duties for the Governor and Governor's wife and outside engagements. The post holder will also perform all bookkeeping and associated responsibilities for Government House reporting directly to the Aide-de-Camp.

Duties of the post include but are not limited to:-

- Organizing and planning receptions, lunches and dinners to be held at Government House. Undertaking a wide range of secretarial and clerical duties for the Governor and the Governor's wife.
- Assisting with the completion of all financial year-end activities, i.e. journal entries, adjustments to accounts, contingencies, etc.

The post holder must have successfully completed the BSC or equivalent, including a pass in traditional English, together with a recognized secretarial course of one (1) year's duration. In addition, must possess a minimum of two (2) years' secretarial experience and have familiarity with Government and office procedures. The post holder should be comfortable working in a computerized environment, often under pressure and will be required to work both irregular and unscheduled hours to meet the unique requirements of the post.

Short listed applicants may be required undergo a skills assessment.

**Previous applicants need not apply.**

**Closing date: 16th October 2013**

## Ministry of Legal Affairs

**CROWN COUNSEL (JUNIOR GRADE)**  
**PS 28-40 \$85,639-\$132,248**  
**Department of Public Prosecutions**  
**Job Number: DHR00183 (750010)**

Applications are invited for the position of Crown Counsel (Junior Grade) within the Department of Public Prosecutions. The Department of Public Prosecutions has the responsibility for prosecution of all criminal cases in the courts of Bermuda.

The successful applicant will work under the supervision of the Director of Public Prosecutions and which ever more senior counsel he may delegate to conduct criminal prosecutions in the Magistrates' Court to enable Government to discharge its mission and control crime in Bermuda. The Crown Counsel (Junior Grade) acts as a junior to the senior prosecutors in the Supreme Court and the Court of Appeal and provides legal advice on criminal matters to the Police Service and other Government agencies. In addition, the post holder undergoes training and development to prepare for appointment to a Crown Counsel post and fulfils other roles as directed.

Applicants must be qualified to practice law as a barrister or attorney-at-law in a Commonwealth jurisdiction. In addition, applicants must have successfully completed articles or pupillage to the satisfaction of the Director of Public Prosecutions and called to the Bermuda Bar.

This is an entry-level post for Bermudian barristers/attorneys entering the government system and it may lead to and prepare for other posts.

**Closing Date: 16th October 2013**

## Ministry of Health and Seniors

**PHYSIOTHERAPIST**  
**PS29-31 \$88,805 - \$95,503**  
**Department of Health**  
**Job Number: DHR00114 (220090)**

Working under the direction of the Team Coordinator, the successful applicant will provide community-based physiotherapy services for pre-school, school-aged children, seniors and physically-challenged persons.

Applicants must possess a Bachelor's degree in Physiotherapy and be eligible for registration with the Allied Health Professions Council. A minimum of three years' post qualification experience including working with young children is required.

Applicants should also have a valid driver's license, provide their own transportation and will be reimbursed for mileage.

**Closing date: 16th October 2013**

**COMMUNITY HEALTH WORKER**  
**PS13-15 \$51,984 - \$55,409**  
**Department of Health**  
**Job Number: DHR00149 (220086)**

Under the general supervision of a Community Health Nurse, the Community Health Worker provides personal care and homemaking duties to seniors, the physically-challenged and other members of the community. The post holder is also responsible for providing accurate record keeping and performing associated duties.

Applicants must possess the BSC or equivalent qualification, together with certification as a Geriatric Aide. In addition, current certification in cardiopulmonary resuscitation (CPR) and basic first aid are required. Also a minimum of one year's post qualification experience working with the elderly or physically-challenged is required.

The post holder must have an understanding of body mechanics and be able to lift and transfer physically-challenged clients. In addition, he/she must possess a valid Bermuda driver's license and have his/her own transportation. The post holder will also be required to work irregular hours.

**Closing date: 16th October 2013**

## Ministry of Community, Culture and Sports

**TEACHER (3 posts)**  
**PS 18 -20 \$61,278 - \$65,879**  
**Child and Family Services**  
**Job Number: DHR00077 (230024, 230021, 230118)**

The successful post holder works under the direction of the Deputy Coordinator and the Coordinator of the Happy Valley Child Care Centre to plan, supervise and implement the program in accordance with the policies and philosophy of the Centre which are geared toward the different ages of children, and to ensure that the curricula in the classrooms have both developmentally and age appropriate activities.

The successful post holder must possess a minimum of Associate's degree in Early Childhood Education. In addition, the post holder must possess the relevant analytical, problem-solving and interpersonal skills and demonstrated ability to be effective in this area of work. A thorough knowledge of the day care program administrative environment is needed. The successful post holder must also possess minimum of three (3) years' experience in a certified learning environment and proven leadership skills senior management ability in the Human/Social Services field to include experience in policy development and delivery of day care programs for social services clients. The post holder must maintain current certification in CPR and First Aid and possession of a valid Community Services (CS) license is mandatory. Post holder must be responsible for abiding by all transporting policy and procedures.

**Closing date: 16th October 2013**

**GENERAL HELPER**  
**\$26.71 per hour**  
**Child and Family Services**  
**Job Number: DHR00171 (230023)**

The Department of Child & Family Services is seeking a General Helper for the Happy Valley Child Care Centre. The General Helper works under the direction of the Kitchen Cook and reports directly to the Happy Valley Child Care Centre Coordinator to assist in the kitchen and laundry environment. They are responsible for ensuring the hygiene of all items within the daycare facility.

The successful post holder must possess a BSC or equivalent. The successful post holder must also possess some cooking experience and knowledge of universal health best practices.

**Closing date: 23rd October 2013**

## Ministry of Finance

**ACCOUNTANT GENERAL**  
**PS 44 \$157,497**  
**Accountant General's Department**  
**Job Number: DHR00175 (110001)**

The Ministry of Finance is seeking a dynamic leader who is a suitably qualified, highly motivated and self-disciplined individual with a high degree of integrity