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GOVERNMENT CAREERS



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(Unless otherwise specified)

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.

Non-Ministry

SENIOR AUDITOR (UNDER REVIEW)

PS 30 -32 \$92,096 – \$99,048

Internal Audit

Job Number: DHR00176 (920011, 920012)

This post is accountable for performing difficult to complex level professional audits and reviews/investigations in accordance with relevant Government legislation and departmental policies and procedures; and ensuring that they are delivered in a timely manner as outlined by the Internal Audit Manager. The Senior Auditor is also responsible for carrying out functions related to reporting, monitoring and evaluation associated with the audits reviews/investigations to assist the department in accomplishing its vision, mandate and output measures. The post is also responsible for supervising Internal and IT Audit Officers who are assigned to assist with audits and for providing an evaluation of their performance at the conclusion of each assignment for distribution to the Internal Audit and IT Audit Managers.

The successful post holder must possess a Bachelor's degree from an accredited college or university in Accounting, Auditing, Business Administration, Finance, Public Administration or a related field. The post holder must also hold a professional certification such as CIA (Certified Internal Auditor), CPA (Certified Public Accountant), CA (Chartered Accountant), CFE (Certified Fund Examiner), CISA (Certified Information System Auditor), CISSP (Certified Information Systems Security Professional), CISM (Certified Information Security Manager). The post holder with a professional designation must be current with the CPE (Continuing Professional Education). The successful post holder must also have a minimum of three (3) years' full-time experience in auditing, accounting, business analysis, or program evaluation, including at least one (1) year's supervisor or project management experience.

Closing date: 30th October 2013

Ministry of Community, Culture and Sports

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 Tourism and Transport

BUS OPERATORS

(\$1091.55 per week)

Department of Public Transportation

Job Number: DHR00194

The Department of Public Transportation (DPT) is a customer oriented organization which is committed to hiring Bus Operators that will work under the direction of the Traffic Supervisors and Dispatcher Inspectors to safely operate the assigned vehicle on a timely basis and within the scope of the allocated work to transport passengers safely to their destinations.

Testing will be given to determine the desired candidates to join the DPT Team. We are looking for responsible individuals that have:

- A Bermuda driver's licence for at least three years
- A citation free driving record
- The will and ability to work any five out of seven days shifts including holidays and weekends
- A practical knowledge of Bermuda's roads and landmarks
- Excellent timekeeping
- Good interpersonal skills and an even-temper which are essential to maintain a good working relationship with the public and colleagues.
- A sensitivity to others' needs and the ability to remain calm and professional whilst under pressure
- No medical issues that would hinder the post holder's ability to sit or operate a large vehicle for long periods
- Attention to detail in appearance as bus operators are representative of Bermuda and the Bermuda Government
- Must be willing and able to travel island-wide

Previous experience in driving heavy vehicles and in dealing with the general public in a customer oriented environment would be a valuable asset.

Application forms may be obtained from:

Department of Public Transportation
Headquarters
26 Palmetto Road
Devonshire DV05

No telephone enquiries please.

The Department of Public Transportation maintains a substance free work environment. Applicants will be subject to initial substance abuse testing and police background checks. All employees of the Department of Public Transportation are subject to random substance abuse testing.

Submit on-line application at www.govtcareers.gov.bm or completed application form to the above address by **30th October 2013**.

Ministry of Home Affairs

CAREER DEVELOPMENT OFFICER

PS 28 – 30 \$85,639 - \$92,096

Workforce Development

Job Number: DHR00147(600021)

Under the direction of the Career development Manager, the post holder is accountable for administering and delivering career development services and programs including career counseling, career development, case management, assessments, training, vocational development and employment placement for individuals to facilitate their career objectives. The post holder also liaises with other government departments, external employment agencies, employers and schools to assist with servicing the clients of the Department.

Interested applicants must possess a Bachelor's Degree in Human Resources, Human Services or related discipline. Must have completed Career Development Facilitator Training and have obtained Global Development Facilitator Certification or equivalent. Minimum of five years relevant experience in providing career development services, including career counseling, testing, training, placement or equivalent is required.

Shortlisted applicant may be required to sit a skills assessment.

Closing date: 30th October 2013