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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.

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

INTERNAL AUDIT MANAGER

PS 35 -37 \$109,429 – \$117,690

Internal Audit

Job Number: DHR00201 (920005)

The post is accountable for ensuring that high-quality 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 - Internal Audit. The post is also accountable for ensuring that reports containing the results of the 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. As an Internal Audit Manager, 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 have 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 hold a professional certification such as CIA (Certified Internal Auditor), CPA (Certified Public Accountant), CA (Chartered Accountant), CFE (Certified Fraud 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 their CPE (Continuing Professional Education). The post holder must also possess a minimum of five (5) years' relevant experience in auditing, accounting, business analysis, or program evaluation, including at least two years supervisory or project management experience.

Closing date: 6th November 2013

SENIOR IT AUDITOR

PS 31 – 33 \$95,503.00 - \$102,055.00

Internal Audit

Job Number: DHR 00117 (920014)

This post is accountable for performing difficult to complex professional level IT audits and reviews and 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 IT Audit Manager. The Senior IT Auditor is responsible for carrying out functions related to reporting, monitoring and evaluation associated with IT audits, reviews and investigations. The post holder is also responsible for supervising Internal Audit Officers who are assigned to assist with IT audits and providing evaluations of their performance.

Interested applicants must have 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. A minimum of three years' experience with full-time experience in auditing, accounting, business analysis, or program evaluation, including at least one year's supervisory or project management experience is required. In addition, the post holder must hold a professional certification such as CIA, CPA, CA, CFE, CISA, CISSP or CISM. The post holder with a professional designation must be current with their CPE (Continuing Professional Education).

In lieu of the aforementioned designations; consideration may be given to short-listed applicants who are currently working towards a professional certification such as CIA, CPA, CA, CFE, CISA, CISSP, or CISM, (with a commitment to complete certification within two years from the date of appointment) and have at least six years' of relevant work experience.

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

Closing date: 6th November 2013

Ministry of Community Culture and Sports

RESIDENTIAL TUTOR

PS 26 -28 \$79,727 – \$85,639

Child and Family Services

Job Number: DHR00136 (230216)

Under the supervision of the Clinical Manager, the Residential Tutor takes responsibility for developing, implementing, and maintaining the Individual Educational Plan of each resident.

The successful post holder must possess a Master's degree in Education from an accredited university. Education must include special education, child and adolescent development, behavior modification and knowledge in teaching methods for special needs populations. The post holder must also possess a minimum of two (2) years' experience working with and teaching challenged adolescents with emotional, behavioral and learning difficulties. Experience in a residential setting would be an asset.

Closing date: 6th November 2013

Ministry of Public Works

PRINCIPAL PURCHASING & SUPPLIES OFFICER

PS 30 - 32 \$92,096 – \$99,048

Ministry of Public Works HQ

Job Number: DHR00179 (360018)

The post holder works under the direction of the Chief Financial Officer to manage and administer the Purchasing and Supply section. The post holder is responsible for the purchasing, storage, supply and stock control function of the Ministry and the disposal of surplus Government equipment. The post holder will be responsible for placing some 2,329 orders annually. The post holder will also oversee some 1,100 custom entries annually most of which are consolidated shipments. This post has responsibility for ensuring the adequate storage of some 14,635 different inventory items. The post holder is also responsible for the acquisition of all Government vehicles as mandated by The Financial Department and Head of the Civil Service under the direction of The Chief Financial Officer.

The successful post holder must possess corporate membership of the Institute of Purchasing and Supply, or Certification in Purchasing Management (CPM Designation) or equivalent. The post holder must also possess a minimum of five (5) years' experience in a senior purchasing post of which at least two (2) years' must be post qualification experience.

Kindly note that this post will be abolished on March 31st, 2016.

Closing date: 6th November 2013

CONTROLLER

PS 36 -38 \$113,480 – \$122,064

Ministry of Public Works HQ

Job Number: DHR00200 (360022)

Works under the direction of the Chief Financial Officer to manage, control, supervise and enhance the operations of the Accounts section of the Ministry and ensure that accurate and timely financial information is available and adequate controls are applied in accordance with Financial Instructions. The post holder must develop strong lines of communication with the Accountant General's department and must ensure adherence to accounting practices determined by the Accountant General.

The successful post holder must be professionally qualified in Accounting and be a member of an internationally recognized professional body. The post holder must also possess a minimum of three (3) years' relevant post-qualification experience in finance and administration is required for the post, including experience in a senior position. Strong interpersonal and communication skills are a must.

Closing date: 6th November 2013

Ministry of Economic Development

ASSISTANT OFFICIAL RECEIVER

PS 34 - 36 \$105,765 - \$113,480

Registrar of Companies

Job Number: DHR00177 (390027)

Applications are invited for the post of Assistant Official Receiver within the Registrar of Companies.

The successful applicant will work under the direction of the Registrar of Companies to be responsible for the management of the Licensing/Insolvency Division including the management of liquidations under The Companies Act 1981; the Companies Winding-Up Rules 1982; Personal Bankruptcies pursuant to the Bankruptcy Act 1989; and the regulation of private liquidations. The post holder is also responsible for the management of the Licensing/Insolvency Division including personnel and financial administration in accordance with established policies/procedures. The post holder is responsible for other regulatory duties including the regulation of the Real Estate Industry in Bermuda in accordance with the Real Estate Agents' Licensing Act 1976, as well as the administration of the Public Holidays Act 1947.

Interested applicants must possess a professional qualification in Accounting or Law, or a post-graduate degree in Business Administration or equivalent. In addition, a minimum of five years' relevant post-qualification experience is required. Applicants with liquidation experience and the ability to manage multiple priorities will have a distinct advantage.

Closing date: 6th November 2013