



GOVERNMENT OF BERMUDA

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For more information, please contact the Department of Human Resources

at 441-279-2820 or [hr@gov.bm](mailto:hr@gov.bm)

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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.*

## Ministry of National Security

### FACILITY COOK

**Weekly Rate: \$1,039.00**

**National Drug Control**

**Job Number: DHR00240 (880024)**

The Facility Cook works under the direction of the Programme Managers to provide food service and to implement policies, procedures, objectives and work standards to maintain quality food service control and compliance with regulatory requirements in a client centered environment. The Cook prepares and serves meals according to an established menu cycle; monitors methods of safe food handling, preparation and equipment cleaning. Provides supervision and directions to Relief/Weekend Cooks.

The post-holder must possess a high school certificate; be a graduate of an accredited course in Dietetic Training. The post-holder must have a minimum of two years' experience in a hospital or residential care facility. The post-holder must be skilled in cost control, food management and inventory control and must be prepared to undergo basic addiction education. Post-holder must be able to work in a computerized environment, and be competent in the use of Outlook, Word, Excel and PowerPoint.

**Closing Date: 12th March 2014**

## Ministry of Health and Environment

### DIRECTOR

**PS 44 \$157,497**

**Health**

**Job Number: DHR00280 (220497)**

Under the direction of the Permanent Secretary for the Ministry of Health and Environment; the Director is accountable for the provision of essential public health services that fall under the remit of the Department of Health. The Director is also accountable for ensuring these services are strategically aligned with the Ministry's goals and objectives. He/she is accountable for performing regulatory functions in accordance with the Public Health Act 1949; which includes the delivery of a national wellness and health promotion strategy and ensures the provision of public health research, assessment, policy development, assurance, education and information management; to promote evidence-based public health decision making. The Director is also accountable for the provision of leadership that facilitates the active engagement of diverse health professionals to ensure public health services are strategically developed to achieve coordinated, efficient and effective service delivery that is in aligned with the Ministry's goals and objectives. The Director provides professional advice to the Minister and Permanent Secretary on issues related to public health services and is accountable for the management and administration of the Department of Health, including resource planning, staff development, budgeting, financial planning and controls, facility management and human resource functions in accordance with the Conditions of Employment and Code of Conduct and Financial Instructions.

Interested applicants must possess a Master's Degree in Public Health, or a closely related discipline (i.e. environmental health, health education, epidemiology, health administration/policy, biostatistics etc.). Ten years relevant experience of which five years are in a community health or public health setting and five within a relevant senior management role is also required. It is desirable that the interested applicants possess a health care qualification and be eligible for registration and licensing in Bermuda.

**Closing date: 19th March 2014**

## Ministry of Finance

### TREATY ADVISOR

**PS 33 – 35 \$102,055 - \$109,429**

**Finance HQ**

**Job Number: DHR00281 (100041)**

An exciting opportunity exists within the Ministry of Finance Headquarters for an experienced executive to fill the position of Treaty Advisor.

Under the policy direction of the Assistant Financial Secretary (Treaties), the Treaty Advisor is accountable for providing high level advice and assistance in the negotiation of Taxation Information Exchange Agreements, other international treaties and agreements, and assisting with the co-ordination, development and implementation of the Government's policy, legislative and administrative program in respect to international treaties and agreements and the operations of the Treaty Unit.

Responsibilities include processing exchange of information requests received from Bermuda's tax treaty partners, liaising with Bermuda stakeholders with an interest in treaty negotiations, liaising with treaty consultants, preparing high level briefs, and assisting on the resolution of technical issues in treaty negotiations.

Interested applicants must possess a bachelor's degree in a general business or financial services or related discipline, or a professional designation in a financial services related discipline (e.g. Advanced STEP Certification, International Compliance Association qualifications, CFA, etc.). A minimum of five years relevant experience at a senior level developing policy and providing advisory services on international taxation, international regulatory and /or international financial services compliance matters is also required.

Applicants must possess excellent communication skills (both verbally and written), have the ability to produce, analyze and present clear, concise and comprehensive reports, and be computer literate with proficiency in Microsoft Office Suite.

**Closing date: 19th March 2014**