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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 Home Affairs

CAREER DEVELOPMENT MANAGER
PS37 – 39 \$117,690 - \$126,595
Department of Workforce Development
Job Number: DHR00351 (600018)

Under the direction of the Director for Workforce Development; the Career Development Manager is responsible for the day to day management, administration and oversight of the Career Development section who are assigned clients for career development and employment placement. The post holder must oversee the single interface between potential employees (internal and external), and employers (internal and external) in order to prepare workers for job opportunities in the local market and match appropriate workers with appropriate opportunities. The post holder develops and implements policy and guidelines for support and direction. The post holder is responsible for managing the intermediary matching services including job readiness assessments, training guidance, vocational development, career counselling, career development, career opportunity assessment, placement referrals and employment support.

The post holder must possess a Master's Degree in Human Resources or related discipline and Psychometric Assessor Certification. A minimum of five years' relevant experience in providing career services, including assessments, counseling testing, training, placement and referrals for employment contracts and/or facilitating career sessions. The post holder must also possess two years of supervisory experience.

Closing date: 30th April 2014

Ministry of National Security

EMERGENCY MEDICAL DISPATCHER (2 Posts)
PS14-16 \$53,609 - \$57,167
Bermuda Fire & Rescue Service
Job Number: DHR00349 (450115 /450120)

The post holder will work under the direct supervision of the Dispatch Supervisor to receive, prioritize and process a full range of 911 emergency and non-emergency calls from the public including fires, hazardous materials, medical incidents and road traffic accidents in accordance with established standard operating policies and procedures. In addition, the post holders will be responsible for maintaining accurate logs/records of all relevant activity in the dispatching facility in accordance with management practice and perform other related duties as necessary.

The post holder must have successfully completed the BSC or equivalent and possess a typing speed of 30 wpm with 100% accuracy. A minimum on two years' relevant experience is required for the post as well as experience operating in a computerized environment.

Closing date: 30th April 2014

The Cabinet Office

HUMAN RESOURCE MANAGER
PS 34-36 \$105,765 - \$113,480
Department of Human Resources
Job Number: DHR00350 (260009)

The Human Resource Manager works under the direction of the Senior Human Resource Manager to provide generalist expertise in all areas of human resources work including employee and industrial relations, employment services and recruitment. The primary role of the HR Manager is to pro-actively facilitate Government's objectives in all such areas and to provide advice and effective recommendations to Department Heads, Government Managers and Supervisors. The post-holder also undertakes management administrative duties within the section.

The successful candidate must possess post-graduate qualifications in Human Resource Management or a related discipline from a recognized university, or be a member of the Institute of Personnel and Development or an equivalent institute, and have a minimum of three (3) years' relevant post-qualification human resource management experience.

Proven experience of operating computerised HR systems is required and the candidate will be employed as a generalist and therefore he/she must be able to work in any human resources area or activity that may be assigned.

Short-listed applicants will be required to undergo an assessment.

Closing Date: 7th May 2014

Ministry of Health and Environment

HYDROGEOLOGIST
PS Grade 32 - 34 \$99,048 - \$105,765
Department of Environmental Protection
Job Number: DHR00307 (720006)

The Hydrogeologist is accountable for: managing the volume and quality of the freshwater lenses and groundwater through Water Rights, a role that is in accordance with established policies, procedures, guidelines and relevant legislation. The Hydrogeologist also needs to dictate the necessary clean-up, monitoring and reporting requirements to companies that pollute the ground/groundwater. Data analysis and groundwater modeling is also required to support proposed amendments to existing policy and legislation in addition to new statutes.

The post holder must possess a minimum of a Master's degree in Geology or a related discipline along with current membership of an internationally recognized and accredited professional body or association as a Geologist, Engineer or equivalent are required. The post holder must also possess a minimum of five years' post-qualification experience in hydrogeology which should include setting water abstraction limits, modeling groundwater flows, setting up research programs to identify pollution sources and mitigation, wastewater disposal conditions and monitoring water quality to sustain the groundwater resources.

Closing date: 7th May 2014