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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 Tourism Development & Transport

**ACCOUNTING ASSISTANT**  
**PS 17-19 \$59,105 - \$63,535**  
**Civil Aviation**  
**Job Number: DHR00323 (570037)**

The Department of Civil Aviation invites applications from suitably qualified and experienced candidates for the post of Accounting Assistant.

Under the direction of the Financial Analyst and in accordance with the Financial Instructions and established departmental policies the post-holder will be responsible for performing duties relating to accounts receivables, deferred revenue analysis or accounts payable processing. In addition, the post-holder undertakes general administrative duties relating to the maintenance of staff records and budget research as required to support the department.

The post-holder must have successfully completed an Accounting Assistant Certificate program or the equivalent. He/she must have a minimum of three years' relevant experience in an office environment, which must include liaising with senior level international stakeholders and handling large sums of money (cash, cheques and wire transfers). Experience in using Oracle JD Edwards Enterprise 1 and AS400 would be advantageous.

**Closing date: 14 May 2014**

**DEPARTMENTAL COMPTROLLER**  
**PS 35 - 37 \$109,429 - \$117,690**  
**Public Transportation**  
**Job Number: DHR00373 (350230)**

Under the direction of the Department Head and Ministry Comptroller, the Departmental Comptroller is responsible for the financial management, reporting administration, and management of resources associated with the Finance, Administration and Stores Section. In addition, the post-holder will be engaged in the strategic planning, budgeting process, financial and managerial accounting and control for the Department of Public Transportation (DPT). The post-holder will be responsible for ensuring that accurate and timely financial information is available and adequate controls are applied in accordance with Financial Instructions and other applicable policies and procedures. As the Department Comptroller, the post-holder will also be required to carry out any other departmental duties as assigned by the Department Head and/or Ministry Comptroller.

The successful post-holder must be professionally qualified in Accounting and be a full member of an internationally recognized professional body i.e. Chartered Accountant, Certified Public Accountant, Chartered Institute of Management Accountants, Certified General Accountants, Association of Chartered Certified Accountants, etc. Post-holder must also be current with continuing professional education requirements for their designation and familiar with the CICA handbook and IFRS reporting standards. The successful post-holder must also have a minimum of three years relevant post-qualification experience in finance and administration including experience in a management or supervisory position.

**Closing date: 14th May 2014**

## Non Ministry

**PARLIAMENTARY REGISTRAR**  
**PS 38-40 \$122,064 - \$132,248**  
**Parliamentary Registration Office**  
**Job Number DHR00372 (630001)**

The Parliamentary Registrar reports directly to His Excellency the Governor. In accordance with the Parliamentary Election Act 1978 and its amendments, the post holder is responsible for the preparation and conduct of Parliamentary Elections and Referenda in Bermuda. He/she is responsible for procedural recommendations related to the conduct of Parliamentary Elections, Bye Elections or Referenda that may be called and the implementation of new policies and processes resulting from legislative changes to Bermuda's Electoral system.

The post holder must possess a Bachelor's Degree or equivalent in a relevant subject area such as but not limited to Legal Studies, Business Administration, Public Administration, or Political Science. Additional post graduate work in a related area would be beneficial, for example, executive development/management course work or a relevant post graduate degree. A minimum of five years' experience in a senior management position, to include experience in project management and operations management is preferred.

**Closing date: 14th May 2014**

## Ministry of Public Works

**PROCESS CONTROLLER**  
**PS 21 - 23 \$68,303 - \$73,092**  
**Works & Engineering**  
**Job Number: DHR00358 (820136)**

Under the direction of the Process Controller Shift Supervisor, the Process Controller monitors and operates all plant equipment associated with the production of electricity via Steam Turbine and thermal combustion via mass burn waste incineration technology. In addition the successful post-holder must be able to conform to set Health and Safety requirements; and to comply with special working conditions, including shift work and long hours.

The successful post-holder must possess a Third Class Power Engineering License or the equivalent course of three years duration post B.S.C. (e.g. a Third Class Certificate in Stationary or Marine Engineering). The successful post-holder must also possess a minimum of three years' experience in steam plant operations, power plant operations, or marine engineering.

Applicants must be able to communicate verbally and write in a clear and concise manner using technical and laymen terms and demonstrate the proven ability to act decisively during emergency situations.

**Closing date: 21st May 2014**

**PRINCIPAL CIVIL ENGINEER, STRUCTURES**  
**PS 36-38 \$113,480 - \$122,064**  
**Works and Engineering**  
**Job Number: DHR00354 (820080)**

An exciting opportunity exists in the Department of Works and Engineering for the successful post-holder, working under the general direction of the Chief Engineer, to manage the provision of structural design, including but not limited to setting standards and producing specifications, tender and contract document preparation and management. In addition, act as the Government's functional authority on structural matters.

Applicants must be a chartered engineer with a minimum of five years experience in all aspects of structural engineering and experience managing construction works and contractors, and cost control.

The Professional Engineer's Registration Act 1972 requires engineers working in Bermuda to be registered as a professional engineer in Bermuda or equivalent professional engineering body overseas.

**Closing Date: 21st May 2014**

## The Cabinet Office

**MANAGEMENT CONSULTANT**  
**PS 36 - 38 \$113,480 - \$122,064**  
**Cabinet Office**  
**Job Number: DHR00311 (090067)**

The Management Consulting Section of The Cabinet Office seeks a qualified individual with a strong business consultancy background, for the challenging and comprehensive post of Management Consultant. The post-holder works as an internal consultant to Government Ministries, Departments and Agencies to provide a broad range of business consulting and regulatory services. The post is responsible for assisting management to maximize their performance by providing analysis of existing business problems and development of implementable solutions for improvement.

The successful post-holder must possess a Master's degree or equivalent qualification in Business or Management Science with a minimum of five years' relevant work experience.

The post -holder must demonstrate the ability to analyze, make evidence based recommendations, and assist clients with meeting their strategic, operational, and functional goals as well as assessing and proposing resource allocation and organizational structures for Government Ministries, Departments and Agencies.

**Closing date: 21st May 2014**