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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.

Closing time to apply for positions is 7:00 p.m. local Bermuda time on the stated closing date.

Ministry of Health and Environment

NURSE (3 posts)

PS 28 - 30 \$85,639 - \$92,096

Health

Job Number: DHR00401 (220013/220395/220430)

Under the direct supervision of the Nursing Coordinator the post-holder will provide nursing care to the residents of a skilled care facility or nursing home, enabling them to maintain a quality life within the limits of their illness and/or ageing process.

The post-holder must have a B.Sc. in Nursing or equivalent from an accredited school of nursing. Registered Nurse (RN) qualifications required. Applicant must be registered with the Bermuda Nursing Council and possess current cardiopulmonary resuscitation certification (CPR). In addition, applicants must possess a minimum of three years previous experience in geriatric/convalescent care nursing. Management skills and previous experience in nursing administration is required.

Closing date: 9th July 2014

DENTAL HYGIENIST

PS 21-23 \$68,303 - \$73,092

Health

Job Number: DHR00397 (220101)

Under the direction of the Senior Dental Officer, the post-holder will be responsible for the provision of dental health education of patients, their parents and teachers. The post-holder will also provide treatment directly to patients under the supervision of a Dental Officer.

The post-holder must possess an Associate's Degree or equivalent from an accredited Dental Hygiene Programme as well as having passed the Bermuda Dental Board Hygiene Examination. A minimum of two years relevant experience is also required.

Closing date: 16th July 2014

Ministry of Tourism Development and Transport

ASSISTANT DIRECTOR, MAINTENANCE & TECHNICAL SERVICES

PS 35 - 37 \$109,429 - \$115,690

Public Transportation

Job Number: DHR00230 (350237)

The Department of Public Transportation wishes to invite applications for the post of Assistant Director, Maintenance and Technical Services. The post-holder is responsible for the overall development, management and maintenance of the vehicle fleet which includes maintaining the reliability and safety of each vehicle; ensuring all technical staff receives necessary training and that they are performing competently; designing and implementing efficient and audit worthy processes; and investigating, analyzing, reporting and making recommendation on fleet and technical staff performance, ensuring the effective use of appropriate technology.

Applicants must possess a recognized Bachelor's degree in Automotive Engineering, Transport Technology or relevant subject matter with professional membership with the Society of Automotive Engineers or equivalent professional body. The successful post-holder must possess a minimum of five years' experience in fleet management.

Closing Date: 9th July 2014

BUS OPERATORS

\$1091.55 per week

Public Transportation

Job number: DHR00376

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 Government of Bermuda
- 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. 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.

Please apply online only. No telephone enquiries or paper applications.

Closing date: 9th July 2014

HEAD OF FINANCE AND ADMINISTRATION

PS 35-37 \$109,429 - \$117,690

Civil Aviation

Job Number: DHR00427 (570044)

Applications are invited for the position of Head of Finance and Administration which is accountable for directing and managing the Finance and Administration Section of the Department. Reporting to the Director, the post-holder is responsible for providing accounting, budgeting, financial reporting, administrative and IT support services. This includes 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. In addition, the post-holder will manage the IT systems support, which includes the management of the Department's IT infrastructure, software applications, website development, and human resource administrative services.

The post-holder must be professionally qualified in Accounting and a full member of an internationally recognized professional body, i.e. Chartered Accountant, Certified Public Accountant, Chartered Institute of Management Accountants, Certified General Accountants, or Association of Chartered Certified Accountants, etc. The post-holder must also be current with Continuing Professional education requirements for their designation.

A minimum of five years post qualification financial management experience, which must include at least one year's auditing experience, is required.

This position requires excellent interpersonal, influencing and communication skills (both verbal and written), the ability to build and maintain productive and positive working relationships and excellent problem solving and decision making skills.

Closing date: 16th July 2014

Ministry of Public Works

LIBRARIAN

PS 29 – 31 \$88,805 - \$95,503

Conservation Services

Job Number: DHR00377 (690012)

The Department of Conservation Services wishes to invite applications for the post of Librarian. Working under the direction of the Curator and in accordance with the departmental policies and procedures and the relevant legislation, the Librarian is accountable for the effective management of the operations of the Library of the Bermuda Aquarium, Museum and Zoo, and for providing library services in support of the mission and goals of the Department. The Librarian develops and implements a comprehensive collection of management policies for all the library collections, to ensure that the collections are available to staff. In addition, the Librarian also performs library and educational outreach services as well as other related duties within the Section.

Applicants must possess an ALA (American Library Association) Accredited Masters Degree or the equivalent. The successful post holder must possess a minimum of three years' relevant post-qualification experience.

Established professional contacts within the local and international librarian community would be an asset.

Closing Date: 16th July 2014

Ministry of Education and Economic Development

EDUCATION OFFICER, SPECIAL EDUCATION

PS 36-38 \$113,480 - \$122,064

Education

Job Number: DHR00399 (170008)

The Department of Education wishes to invite applications for the post of Education Officer, Special Education. Working under the direction of the Senior Education Officer, The Education Officer, Special Education manages all special education programmes and services for students in both special and regular schools and to act as a consultant to colleagues in the area of the learning disabilities. The post holder is also responsible for developing curriculum in this regard and for the supervision, evaluation and professional development of staff.

Applicants must be a trained teacher with a Master's Degree or equivalent in educational administration together with specialized training in special education with an emphasis on learning disabilities. The post holder is required to be registered with the Bermuda Educators Council. In addition, the successful applicant must possess a minimum of five years' relevant experience in a school system.

Closing Date: 16th July 2014

TEACHERS

Educational Therapist (All Levels) – DHR00445

English/Language Arts (Middle School) - DHR00435

French (Middle School) – DHR00434

Learning Support (Middle School) – DHR00442

Mathematics (Middle School) – DHR00437

Physical Education and Health (Middle School) – DHR00438

Social Studies (Middle School) – DHR00439

Spanish (Middle School) – DHR00433

Teacher Librarian (Middle School) – DHR00436

Automotive (Senior School/Part-Time) – DHR00441

Social Studies (Senior) – DHR00440

P1-P10 \$67,484 - \$96,051

Education

The Ministry of Education is seeking exemplary middle and senior school Teachers, who are committed to improving student outcomes for the upcoming school year, beginning on 1st September, 2014.

Specific duties applicable to each position include:

- Using best practice instructional and assessment strategies
- Adhering to unit and lesson plan design for the specific school level
- Upholding the code of conduct and implementing an effective classroom management plan
- Acting as an advisor to students
- Supporting public relations exercises
- Attending meetings and collaborating with colleagues at the site level
- Working to promote team objectives

The ideal applicant will be an accomplished teacher who demonstrates professional knowledge of content, pedagogy, curriculum and classroom management.

Applicants must possess the following:

- A Bachelor's degree specifically in Education or a Bachelor's degree in one of the above mentioned content areas together with a teaching certificate.
- Registration with the Bermuda Educators Council.
- Copies of all relevant degrees/certificates and a Bermuda Educators Council license must be attached.
- At least two professional references.

Applicants must demonstrate that they are trained in teaching at the specific school level for which they are applying. All applicants will be asked to teach a lesson which reflects standards of exemplary teaching or to submit a DVD or videotape of a recent lesson which has been taught by the applicant.

Closing date: 16th July 2014