



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)

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

### 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

### 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**

**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**

## Ministry of Legal Affairs

### ASSISTANT PARLIAMENTARY COUNSEL

**PS 28-40 \$85,639-\$132,248**

**Attorney General's Chambers**

**Job Number: DHR00432 (040074)**

The Assistant Parliamentary Counsel works under the supervision of the Deputy Chief Parliamentary Counsel and in accordance with ministerial policies and procedures, to provide a range of professional legislative drafting services and legal advice to Cabinet Ministers, Government Ministries and Departments and His Excellency the Governor, to ensure the timely and efficient delivery of Government legislation. The Assistant Parliamentary Counsel participates actively in his/her professional development and training, which is designed to prepare him/her for appointment to a Parliamentary Counsel post in the Section, and undertakes associated legal duties, as requested by the Deputy Chief Parliamentary Counsel and the Chief Parliamentary Counsel.

The post holder is required to be a qualified Barrister and/or Attorney in a Commonwealth jurisdiction with a minimum of one years' post-qualification experience.

**Closing date: 23rd July 2014**

## Ministry of Home Affairs

### FINANCE OFFICER

**PS 19-21 \$63,535 - \$68,303**

**Home Affairs HQ**

**Job Number: DHR00326 (930010)**

Under the direction of the Ministry Comptroller, the Finance Officer is directly responsible for the coordinating and preparing all aspects of the accounting function for the Ministry Headquarters and assists with accounting for the departments within the Ministry. This includes managing the monthly and weekly payroll and performing a wide range of accounting and human resource administrative duties that contribute to the efficient and effective operations of Ministry Headquarters and the departments within the Ministry.

The post holder must possess an Associate's Degree in Business Administration, Accounting or a related discipline. A minimum of two years' relevant work experience which includes carrying out financial transactions and preparing financial reports is required.

**Closing date: 23rd July 2014**