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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 Finance

COMPENSATION ADMINISTRATOR II
PS 17-19 \$59,105 - \$63,535
Accountant General's Department
Job Number: DHR00429 (110031)

Applications are invited for the post of Compensation Administrator II in the Compensation & Benefits Section of Accountant General's Department. The Compensation & Benefits Section is responsible for processing and maintaining records relating salaries, wages, health insurance, and pension in respect of Government employees and retired employees and Members of the Legislature.

The successful applicant will work under direct supervision of the Compensation Supervisor. The post holder is required to calculate and process adjustments to pay including but not limited to deductions, pro-rated payments and salary advances. The post holder also undertakes clerical duties such as typing, filing and archiving. Working knowledge of employment legislation, Collective Agreements, the Public Service Superannuation Act, 1981, and the Government Employees Health Insurance Act, 1986, would be a definite asset although is not required.

Interested applicants must possess the Bermuda School Diploma (BSD) or equivalent, together with an Accounts Assistant Certification or equivalent and have a minimum of two years' experience in a similar administrative capacity in an office environment.

Closing date: 30 July 2014

Ministry of Public Works

MANAGEMENT ACCOUNTANT
PS 34-36 \$105,765 - \$113,480
Department of Public Works HQ
Job Number: DHR00430 (360269)

The Ministry of Public Works wishes to invite applications for the post of Management Accountant. The Management Accountant works under the supervision of the Comptroller to manage and control the Job Costing, Billing and Accounts Receivable and Financial Reporting systems. The post holder supervises the operations of these systems, ensuring that adequate controls are applied giving consistent treatment within the Public Works systems and the Accountant General's systems.

Applicants must be a member of the Institute of Chartered Accountants or equivalent. The post holder must also have a working knowledge of computerised accounting systems. In addition, the successful post holder must also possess a minimum of two (2) year's post-qualification experience.

Closing Date: 6 August 2014

The Cabinet Office

PERMANENT SECRETARY
PS 47 \$179,572
Job Number DHR00464 (090000)

An opportunity exists for a dynamic individual seeking a demanding and complex work experience within the Government of Bermuda at the senior executive level of the Civil Service.

Working under the policy direction of a Minister and general direction of the Secretary to the Cabinet/Head of the Civil Service, the Permanent Secretary is accountable for providing policy advice and professional executive administrative services to the Minister in the discharge of his/her ministerial responsibilities. The post-holder is also responsible for managing and coordinating the operations of the Departments within the Ministry to which he or she will be assigned; providing leadership and direction to the Heads of Departments within the Ministry; ensuring effective delivery of services and programmes; and for the management and administration of the Ministry Headquarters. The role of Permanent Secretary is one of the most senior positions of accountability and responsibility in the public service.

Interested applicants must possess a minimum of a post-graduate qualification demonstrating a rigorous academic programme. At least ten years' experience in a senior management position in the public or private sector with proven ability in financial planning and human resource management is also required.

Closing Date: 6 August 2014

Ministry of Legal Affairs

CLERK /COURT ASSOCIATE
PS 13-15 \$51,984 - \$55,409
Judicial Department
Job Number: DHR00246 (030080)

The Judicial Department is seeking an individual who demonstrates a high level of integrity, a positive work ethic and is reliable and responsible to carry out the duties of Clerk/Court Associate. The successful applicant will work for the Supreme Court and the Court of Appeal under the supervision of the Assistant Registrar, demonstrating willingness and enthusiasm in a very busy environment.

The appropriate training will be given to the successful applicant who must have completed the Bermuda School Diploma (BSD) or equivalent, together with a general secretarial course of at least one year's duration with certified audio/copy typing speed of 60 wpm, must be capable of operating in a computerized environment and possess at least one year's office experience, preferably in a legal environment. The successful applicant must be willing to work outside of normal work hours as may be deemed necessary.

Closing date: 6 August 2014

Ministry of Education and Economic Development

ADMINISTRATIVE ASSISTANT
PS 16-18 \$57,167 - \$61,278 (Pro-rated for School Year)
Department of Education
Job Number: DHR00370 (170058)

The Department of Education wishes to invite applications for the post of Administrative Assistant. Working under the direction of the School Principal to provide a range of administrative, secretarial and clerical services in support of the smooth and efficient operation of the school, including the provision of information to the various stakeholders that have business with the school, e.g. teachers, support staff, the Ministry of Education and Economic Development staff, students, parents, Parent Teachers Association (PTA) committee members, community, business and charitable organizations. The Administrative Assistant also undertakes accounting and other associated duties, including project work on behalf of the Principal of the Ministry of Education and Economic Development.

The post holder must have successfully completed the Bermuda School Diploma, or equivalent and a secretarial course of one year's duration having attained a typing speed of 60 wpm. The post holder must be capable of working in a computerised office environment and must be able to demonstrate proficiency in word processing, data base management, spreadsheets and accounting applications. In addition, the post holder must have a minimum of two (2) years' relevant post-qualification experience is required, including experience undertaking senior administrative tasks.

Closing Date: 30 July 2014