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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 Public Works

TRADESMAN CLASS 2, MASON (2 posts)
\$1100.29 per week
Public, Lands & Buildings
Job Number: DHR00460 (810257, 811620)

Interested applicants are invited to apply for the position of the Tradesman Class 2 (Mason) post. The successful post holder will work under the direction of the Depot/Supervisory/Working Craft Foremen to carry out with, minimal supervision, any task associated with the construction, maintenance and repair of buildings as it relates to masonry at a Class 2 level. The successful post holder will carry out basic works associated with minor capital operations, maintenance and repair of masonry and concrete structures.

The successful post holder must have completed an appropriate apprenticeship in a construction related trade or the equivalent. The post holder must also have a minimum of one (1) years' post apprenticeship experience as a Junior Mechanic, or otherwise have acquired through practical experience and/or training appropriate to the duties and responsibilities of the post.

In addition the post holder should hold a relevant National Training Board Certification for Masonry. An understanding of the basic requirements of the Health and Safety at Work Act is an asset. In addition, he/she should have a basic knowledge of masonry technology and terminology associated with tools, equipment and building construction.

Closing date: 20th August 2014

ESTATES SURVEYOR
PS 32-34 \$99,048 – \$105,765
Public, Lands and Buildings
Job Number: DHR00398 (811612)

The Ministry of Public Works wishes to invite applications for the post of Estates Surveyor. The Estates Surveyor works under the general direction of the Senior Estates Surveyor, to manage, supervise, direct and control all aspects of the Estate Section's activities to provide estate management services and advice to the whole of Government and the general public. The post holder also shares the recruitment and supervision of the Graduate and Trainee Estate Surveyors and the supervision of the Residential Accommodation Officer, for specific issues, and provides support and advice to the Senior Estates Surveyor on the annual budget submission. The post holder also shares responsibility for the technical and professional records management and preservation of work produced by the section.

The post holder must possess a Bachelor's Degree in Estate Management or equivalent, and be a Member of the Royal Institution of Chartered Surveyors (Valuation or Commercial Property Faculty) and be qualified for registration as a Professional Surveyor in Bermuda. The post holder must also possess a minimum of three (3) years post professional qualification (MRICS) experience in estate management and valuation. Computer literacy and familiarity with property orientated IT systems is essential.

The post holder should possess a general understanding of and ability to prepare annual budgets, must have the ability to assist in the development training of staff in the Estates Section and supervise contractors and temporary staff on specialist contracts when required.

Closing date: 20th August 2014

Cabinet Office

PUBLIC AFFAIRS OFFICER
PS 27-29 \$82,581 - \$88,805
Department of Communication and Information
Job Number: DHR00428 (510015)

The Department of Communication and Information wishes to recruit a qualified and experienced individual to fill the post of Public Affairs Officer.

The Public Affairs Officer, will report to the Director and Assistant Director of Communication and Information. The post holder will aid in the development and management of Government messaging to the general public. This responsibility will include providing information, public affairs and public relations service to assigned Ministries and Departments. The post holder will be directly responsible for the Public Affairs functions of at least two Ministers.

Applicants must possess a minimum of two (2) years post qualification experience in a related field. Applicants must also have a Bachelor's Degree in Communications or related subject areas.
Short-listed applicants must be required to undergo a demanding assessment test.

Closing date: 20th August 2014

Ministry of Education and Economic Development

PARENT SUPPORT HOME VISITOR
PS 11–13 \$49,160 - \$51,984 (Pro-rated for School Year)
Department of Education
Job Number: DHR00451 (171394)

The Department of Education wishes to invite applications for the post of Parent Support Home Visitor. The Parent Support Home Visitor works under the direct supervision of a supervisor of the intervention programme, Verbal Interaction Programme, to implement the said home visiting service; and to consult with relevant professionals, as instructed, regarding clients and their families.

The post holder must have a Certificate in Child Care Assistant or equivalent. In addition, the post holder must also possess a minimum of one (1) years' experience working with young children.

The post holder will receive training in the Verbal Interaction Programme prior to commencement of home visiting. In addition, the work is done on a school year basis with a flexible work week which includes evening work. The post holder must provide own transportation and will be reimbursed for mileage.

Closing Date: 20th August 2014

Ministry of National Security

CASE MANAGER/ASSESSMENT OFFICER
PS 28-30 \$85,639 - \$92,096
Department of Corrections
Job Number: DHR00425 (250316)

The successful post holder works under the general direction of the Senior Case Manager to provide case management services to offenders in one of the three institutions (Co-educational Facility, Farm Facility and Westgate Correctional Facility). The post holder works in accordance with the relevant legislation (Prison Act 1979, Prison Rules 1980, Prison Officer's Discipline Rules 1981, Young Offenders Act 1950, Senior Training School Rules 1951), departmental mandates, protocol, policies and procedures. The post holder also provides services to the Inmate Service Committee, Parole Board, and administrative and associated duties within the section.

The successful post holder must possess a Bachelor's degree or equivalent in Social Work, Counseling, Psychology, Criminology or related field. The successful post holder must also have a minimum of three (3) years' relevant experience in Social Work/Psychology or related field, including working with high-risk offenders (individual and group counseling experience).

Short listed candidates may be required to undertake a skills assessment test.

Closing Date: 20th August 2014

ADMINISTRATIVE ASSISTANT
PS 14-16 \$53,609 – 57,167
Department of Corrections
Job Number: DHR00412 (250194)

Under the supervision of the Chief Officer of Westgate Correctional Facility the post holder will provide administrative duties in relation to the Chief Officer and inmate matters for the effective and efficient operations of the facility. The post holder is also responsible for undertaking secretarial, clerical and general duties.

The post holder must have successfully completed the Bermuda School Diploma or equivalent and a General Secretarial course or equivalent (with typing at 60 wpm and shorthand or speedwriting of 100-120 w.p.m.) of one years' duration. A minimum of two years' relevant experience in an administrative position is required. The post holder must be capable of operating computer equipment, including word processing and database management, File Maker Pro and MS Office (Word, Excel and PowerPoint).

Shortlisted applicants may be required to undergo a skills test.

Closing Date: 20th August 2014

ADMINISTRATIVE ASSISTANT
PS 17-19 \$59,105 – \$63,535
Department of Corrections
Job Number: DHR00410 (250178)

Under the direction of the Commissioner of Corrections the post holder will assume responsibilities for the administrative and private secretarial functions for the Commissioner. The post holder is also responsible for the allocation and preparation of the Boardroom for Commissioner and Executive meetings and undertakes miscellaneous duties within the Headquarters.

The post holder must have successfully completed the Bermuda School Diploma or equivalent, a one (1) year Secretarial Course with speeds of 100-120 w.p.m. in shorthand or speedwriting, 60-70 w.p.m. in typing and possess a Certificate in Supervisory Management or equivalent. A minimum of two (2) years' experience in a relevant senior post is desirable. Post holder should have computer skills and training in MS word and Excel.

Shortlisted applicants may be required to undergo a skills test.

Closing Date: 20th August 2014