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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.

The Cabinet Office

HUMAN RESOURCE MANAGER
PS 34-36 \$105,765 - \$113,480
Human Resources
Job Number: DHR00497 (260009)

The Human Resource Manager works under the direction of the Senior Human Resource Manager to provide generalist expertise in all areas of human resources work including employee and industrial relations, employment services and recruitment. The primary role of the HR Manager is to pro-actively facilitate Government's objectives in all such areas and to provide advice and effective recommendations to Department Heads, Government Managers and Supervisors. The post-holder also undertakes management administrative duties within the section.

The successful candidate must possess post-graduate qualifications in Human Resource Management or a related discipline from a recognized university, or be a member of the Institute of Personnel and Development or an equivalent institute, and have a minimum of three years' relevant post-qualification human resource management experience.

Proven experience of operating computerised HR systems is required and the candidate will be employed as a generalist and therefore he/she must be able to work in any human resources area or activity that may be assigned.

Short-listed applicants will be required to undergo an assessment. Previous applicants need not apply.

Closing Date: 24th September 2014

Ministry of Legal Affairs

PARALEGAL TO THE SOLICITOR GENERAL (Under review)
PS 18-20 \$61,278 - \$65,879
Attorney General's Chambers
Job Number: DHR00506 (040008)

Working under the supervision of the Solicitor General and in accordance with the departmental policies and procedures the post is accountable for performing a wide range of administrative and secretarial duties in support of the Solicitor General, to enable him/her to discharge their duties and responsibilities in an efficient and effective manner. The post-holder also undertakes accounting, administrative human resource, and associated duties.

Interested applicants must have successfully completed the ILEX Level 2 Diploma for Legal Secretaries or an equivalent qualification together with minimum of three years' relevant experience undertaking administrative support duties at a senior level within a legal environment.

Applicants who possess a Certificate for Office Assistants or an equivalent qualification together with six years' experience undertaking administrative support duties at a senior level within a legal environment may be considered for the post in lieu of an ILEX Level 2 Diploma for Legal Secretaries or an equivalent qualification.

Closing Date: 24th September 2014

Ministry of National Security

STATION DUTY OFFICER (2 posts)
PS13 – 15 \$51,984 - \$55,409
Bermuda Police Service
Job Number: DHR00467 (070649/070653)

The Station Duty Officer works under the direction of the Chief Inspector in Charge to perform reception and telephone duties for the Police Station, to answer general enquiries from the public and specific enquiries in respect to lost and found property. The Station Duty Officer undertakes duties in respect to individuals on Police bail or in Police custody. The Station Duty Officer also maintains warrants and the Station records.

The post-holder must have completed the Bermuda School Diploma (BSD) or equivalent and further training in office and clerical procedures of one years' duration. The post-holder must be capable of operating in a computerized environment. The post requires a minimum of one year's experience in a similar position.

Closing date: 1st October 2014

Ministry of Tourism Development and Transport

SENIOR TRAFFIC OFFICER
PS 26-28 \$79,727 – \$85,639
Transport Control
Job Number: DHR00271 (340028)

The Senior Traffic Officer works under the direct supervision of the Manager, Technical Services and is accountable for effectively supervising and controlling the day-to-day operations of the Traffic Enforcement Section in compliance with relevant legislation and established policies and procedures. The post-holder also monitors public service and commercial vehicle operations, unsafe road and traffic conditions and investigates illegal motor vehicle registrations and improper entries in the Motor Vehicle Registry. In addition, the Senior Traffic Officer is responsible for the administrative functions of the Traffic Enforcement Section.

The post-holder must possess an Associate's Degree in a relevant discipline. A valid driving license is required. The post holder must possess a minimum of two years' relevant experience.

The post-holder will be required to work weekends and nights on occasion, on a rotational basis during the cruise ship season and must be in a good physical condition and of smart appearance. The post-holder should possess Officer Safety and basic self-defense skills.

Closing date: 24th September 2014

TRADESMAN CLASS 1A (4 posts)
\$1165.50 per week
Public Transportation
Job Number: DHR00448

The Tradesman Class 1A works under the direction of the Supervisory Craft Foreman to carry out with limited supervision tasks associated with the servicing, maintenance and repair of all DPT vehicles and equipment to manufacturer's and DPT specifications and time schedules.

The post-holder must have completed the Bermuda College A.C.E. Certificates or equivalent. The post-holder must also have a minimum of four years' experience in the Auto-mechanical, Auto-electrical and Auto-paint field.

In addition, the post-holder should have a basic knowledge of terminology associated with tools, equipment and vehicle construction as it relates to diesel busses. An understanding of the basic requirements of the Health and Safety at Work Act is an asset. It is important that the post-holder have the ability to work shifts, weekends or holidays. Post-holder may be assigned to PM shift (3:00 pm to 11:00 pm or 4:00 pm to 12:00 midnight). Applicants will undergo a substance abuse test before being considered for the post.

Closing date: 24th September 2014

TECHNICIAN (2 posts)
\$1220.23 per week
Public Transportation
Job Number: DHR00447

The Technician works under the direction of the Supervisory Craft Foreman to carry out with limited supervision tasks associated with the servicing, maintenance and repair of all DPT vehicles and equipment to manufacturer's and DPT's specifications.

The post-holder must possess a Bermuda College A.C.E. Certificate or equivalent as well as City of Guilds Automotive Technician Machinist Qualifications. The post-holder must have competence in at least two of four areas of expertise (electrician, air conditioning, fuel injection pump and transmission repair). The post-holder must also have a minimum of five years at Tradesman 1A Auto-mechanical and Auto-electrical level.

It is important that the post-holder have the ability to work shifts, weekends and holidays. Applicants will undergo a substance abuse test before being considered for the post. Post-holder will be required to keep up to date his/her heavy truck license and have it on his/her person at all times whilst on duty.

Closing date: 24th September 2014

Ministry of Education & Economic Development

COMMISSIONER OF EDUCATION
PS 44 \$157,497
Education
Job Number: DHR00505 (170001)

Under the direction of the Permanent Secretary of the Ministry of Education, the Commissioner of Education is accountable for the administrative and instructional leadership and transformation of the Department of Education; including all public schools for the purposes of ongoing student achievement and improved student outcomes. The Commissioner of Education ensures the effective provision of academic, human resources and fiscal leadership through the implementation of innovative and high quality educational programmes, services and activities for principals, teachers and students that support the mission of teaching and learning in the public education system. These programmes, services and activities include curriculum development and support, assessment, special education, school improvement, leaderships and professional development, and accountability for meeting educational and other performance standards. In addition, the Commissioner of Education provides professional support to the Minister and Permanent Secretary of Education, to enable them to discharge their duties and responsibilities in respect to leading and managing the educational priorities of Government in an efficient and effective manner. The Commissioner of Education also prepares materials for the Board of Education and the Boards of Governors of schools on curriculum for schools; undertakes financial and human resources leadership; performs public relations and advisory duties within the Department; and liaises with the Board of Governors of schools and facilities communication and cooperation among them, and between them and the Department.

The post-holder must possess a Masters Degree or equivalent in Educational Administration together with a professional qualification in an education discipline. The post-holder must be registered with the Bermuda Educators Council or be eligible to be registered. The post-holder must possess a minimum of fifteen years relevant experience including ten years at a senior management level or equivalent experience is required for the post.

Closing Date: 8th October 2014