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For more information, please contact the Department of Human Resources at 441-279-2820 or [hr@govt.bm](mailto:hr@govt.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

**DIRECTOR**  
**PS 42 \$144,319**  
**Project Management and Procurement Office**  
**Job Number: DHR00519 (800001)**

The Director of the Project Management and Procurement Office is responsible for the development and implementation of a comprehensive procurement and project management strategy, under the provisions of Section 32B of the Public Treasury (Administration and Payments) Act 1969, for the Bermuda Government to ensure monitoring of Government expenditures and compliance with applicable legislation, policies and procedures. The post-holder will oversee the management and operations of the Office of Project Management & Procurement (OPMP) to deliver this strategy through the assurance of compliance with best practice procurement strategies, requirements and standards. The post-holder will also provide professional, qualified procurement expertise and advice to Government on the development of and adherence to procurement regulations, and policies. The post-holder will undertake additional responsibility for any such functions as may be conferred under any other enactment or by the Minister.

The post-holder must possess a Bachelors degree in Business Administration, Management or equivalent, alongside full membership of the Chartered Institute of Purchasing & Supply (CIPS). A project management certification such as PRINCE2 is also required. The post-holder must possess a minimum of ten years' experience managing a procurement division or function that supports a business or government department similar in scale and complexity to the Government of Bermuda or at least ten years of experience developing and implementing procurement rules and procedures, drafting and reviewing contracts, oversight of capital projects, and implementing compliance measures with respect to regulatory and policy guidelines.

**Closing date: 8th October 2014**

**DIRECTOR**  
**PS 42 \$144,319**  
**Communication and Information**  
**Job Number: DHR00518 (510001)**

The Director works under the policy direction and is accountable to the Permanent Secretary for the conduct of the affairs and management of the business of the Department of Communication and Information. The post-holder develops implements and coordinates government wide communications including public affairs and media relations, policies and strategies for all government communications decisions. The post-holder manages the Department of Communication and Information to ensure the efficiency and effectiveness of government communications is at a high level in the delivery of its services to all government departments and the public at large

The post-holder must possess a Bachelor's Degree in Journalism, Communications or related field from a recognised university or equivalent and ten years' relevant work experience in the area of public/media relations, communications/journalism.

The post-holder should have proven ability in managing and organizing communications and creative professionals; with specific experience in developing and implementing communications, public affairs and media relations policies and strategies, including demonstrated relevant experience.

**Closing date: 15th October 2014**

## Ministry of Tourism Development and Transport

**Chief Maritime Operations Controller**  
**PS 32-34 \$99,048 – \$105,765**  
**Marine & Ports Services**  
**Job Number: DHR00499 (300007)**

The Chief Maritime Operations Controller works under the direction of the Coordinator of Maritime Safety & Security. The post-holder is responsible for the overall management of the Bermuda Maritime Operations Centre. As such, the post-holder is responsible for the operations in relation to Maritime Search and Rescue, Security and Port Operations. The post-holder will also be required to assist the watch keeping staff during periods of annual or sick leave.

The post-holder must possess a merchant marine Maritime Radio Communications General Certificate (MRGC) or Electro-Technical Officer Training with Radio and Radar modules or a Class IV Watch keeping Certificate with Coast Radio Station GMDSS Communication training certification to a Commonwealth standard. In addition, the post-holder must also possess an IALA V-103 Vessel Traffic Surveillance (VTS) Certification (or equivalent) and have successfully completed a recognized Maritime Search and Rescue Planning course & also successfully completed a TRANSEC UK ISPS Port Facility Security Officer (PFSO) training course. The post-holder must possess a minimum of five years' experience in marine communications, traffic services and incident (SAR) case management, with two years experience in a senior management position and at least three years at the Bermuda Maritime Operations Centre. Familiarity with COSPAS/SARSAT satellite distress system, SSAS and LRIT (security) systems are required.

**Closing date: 8th October 2014**

**ASSISTANT DIRECTOR, MAINTENANCE & TECHNICAL SERVICES**  
**PS 35 – 37 \$109,429 - \$117,690**  
**Public Transportation**  
**Job Number: DHR00230 (350237)**

The Assistant Director, Maintenance and Technical Services works under the direction of the Director and 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 have received any necessary training and that they are performing competently; designing and implementing efficient and audit worthy processes; and investigating, analyzing, reporting and making recommendations on fleet and technical staff performance, ensuring the effective use of appropriate technology.

The post-holder must possess a recognized Bachelor's degree in Automotive Engineering, Transport Technology or relevant subject matter. The post-holder must possess a minimum of five years' experience in fleet management.

Consideration will be given to applicants who do not meet the educational requirement, but have ten years or more in Fleet Maintenance Management. The post-holder is considered the automotive technical officer for the Department and should be available as the job demands. The post-holder should have a bus operator's license and recovery vehicle license. A professional membership with the Society of Automotive Engineers or equivalent professional body would be an asset.

**Closing Date: 15th October 2014**

## Ministry of Home Affairs

**PRINCIPAL COMPLIANCE OFFICER**  
**PS 27-29 \$82,581 - \$88,805**  
**Immigration**  
**Job Number: DHR00527 (270042)**

The Principal Compliance Officer works under the direction of the Compliance Manager to ensure compliance with the Bermuda Immigration and Protection Act 1956, related policies, rules and regulations. Having direct supervision of up to seven Senior Immigration Inspectors/Officers, He/she investigates and resolves referrals from the primary passenger clearance function. The post-holder investigates and reports on any contravention of legislation and policy. He/she prepares court cases and initiates legal proceedings; including exercising his/her powers of arrest where contraventions of the law are discovered. The post-holder undertakes administrative duties that support the operations of the Compliance Division and the Department.

Interested applicants must have earned a technical academic qualification at an advanced level of three to four years', beyond a Bermuda School Diploma (BSD), or equivalent post-secondary education, preferably in a discipline such as law enforcement, criminology or risk management. In lieu of the technical academic qualification at an advanced level of three to four years, a BSD along with six years' relevant experience will also be considered. A minimum of three years' relevant experience is required for the post. At least one year supervisory experience with demonstrated strong organizational skills is also required.

Shortlisted applicants will be required to undergo a skills test.

**Closing date: 15th October 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**

## Ministry of Public Works

**T.A. CIVIL ENGINEER, STRUCTURES (2 posts - 2½ year fixed term contract)**  
**PS 32 – 34 \$99,048 – \$105,765 (=US\$ equivalent)**  
**Works & Engineering**  
**Job Number: DHR00477 (820107A, 820108A)**

The Temporary Additional Civil Engineer, Structures works under the general direction of the Principal Civil Engineer, Structures to manage the planning, design, and construction of civil engineering works with a structural bias including preparing tender and contract documents, site supervision, investigations and feasibility studies. The post-holder also ensures that functional requirements and performance specifications for projects are met.

The post holder must have a recognized Bachelors Degree in Civil Engineering and must be registered as a Chartered or Professional Engineer (CEng, PEng or equivalent) with corporate membership with the Professional Engineers Registration Council (PERC) or equivalent professional body overseas.

The post holder must also possess three years' relevant post professional qualification (CEng, PEng or equivalent) experience in mainstream Civil Engineering with an emphasis on Structural (including Building), Marine and Bridge Engineering. Experience with structural engineering computer aided design and analysis software is also required.

**Closing date: 15th October 2014**

## Ministry of Health, Seniors and Environment

**FISHERIES OFFICER, EXTENSION**  
**PS 29 – 31 \$88,805 - \$95,503**  
**Environmental Protection**  
**Job Number: DHR00502 (720008)**

The Fisheries Officer works under the general supervision of the Senior Fisheries Officer to operate and maintain the compulsory fisheries statistical programme; to carry out fisheries advisory work with the industry; to assist with design, construction and operation of experimental fishing gear and gear used in exploratory fishing.

The post-holder must possess a minimum of a Bachelor's Degree in Fisheries Technology or Marine/Fisheries biology. A minimum of three years' experience in fisheries research, administration or fishing is necessary as is an ability to work effectively at sea.

**Closing date: 15th October 2014**