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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

SUPERINTENDENT WATER TREATMENT

PS 26-28 \$79,727 – \$85,639

Works and Engineering

Job Number: DHR00475 (821695)

The Superintendent Water Treatment works under the direction of the Operations Engineer, managing the operation and maintenance of the Government owned public water treatment facilities. The Superintendent is also responsible for managing contracts in respect to the above. Direct and indirect labour supervision includes functional and line control of the Ministry of Public Works labour (up to eight industrials) and private contractors engaged in engineering works.

The post-holder must have successfully completed and apprenticeship and gained a Trade Certification, equivalent to City & Guilds as an Electrician, Mechanic, or Plumber, or an equivalent trade. North America, UK, or equivalent certification, as water treatment plant operator is preferred. The post-holder must also have the Institute of Supervisory Management Certificate, or equivalent. The post-holder must possess a minimum of five years' experience in operation of water treatment plants in a supervisory role, with a minimum of one year of reverse osmosis plant experience.

Closing date: 12th November 2014

DISTILLATION PLANT FOREMAN/SUPERVISORY FOREMAN (WATER TREATMENT)

\$1,247 per week

Works & Engineering

Job Number: DHR00540 (820215)

The Distillation Plant Foreman/Supervisory Foreman works under the general direction of the Superintendent or Depot Foreman. The post holder is to supervise the Water and Sewage Section employees, which include job assignments and enforcement of applicable safety regulations and policies associated with the installation, cleaning, repair and maintenance work on Water treatment facilities and associated equipment as it relates to a Tradesman at a Class 1A level.

The post-holder must have achieved the relevant National Training Board Certification for plumber, electrician, millwright or mechanic as well as a current Water Treatment Operators Certification (Class II or above) issued by the Association of Boards of Certification (ABC) or equivalent. The post-holder must possess a minimum of five years experience as a Tradesman 1A in the trades of plumbing, electrical work or mechanical work after completion of the apprenticeship programme as a Junior Mechanic or have otherwise acquired thorough practical experience, training appropriate to the duties and responsibilities of the post.

Closing date: 19th November 2014

The Cabinet Office

CUSTOMER INSIGHT MANAGER

PS 34-36 \$105,765 - \$113,480

E-Government

Job Number: DHR00517 (840005)

The Customer Insight Manager works with and under the supervision of the Director of E-Government to ensure that the department's Insight and Innovation programme progresses in conjunction with the departments mandate and the identified annual objectives. The Insight and Innovation programme is designed to help facilitate cross-government service improvements by investigating barriers to change from a customer perspective and where practicable to work with key departments to review and improve business processes prior to the deployment of information systems solutions.

The post holder must possess a Bachelor's Degree or equivalent in Business Administration, IT Management, or a related field. The post holder must have a minimum five years' experience in a senior management position with experience in Customer Insight and Business Process Management.

Closing date: 12th November 2014

Ministry of Education and Economic Development

CUSTODIAN

\$27.87 per hour

Education

Job Number: DHR00507 (170801)

The Custodian is responsible for providing support to the educational facility in ensuring that a safe, clean, and healthy environment exist for students, staff and members of the public.

The post holder must possess a Bermuda School Diploma (BSD); basic reading skills are essential. Previous experience of at least one year in a similar setting (hospital, hotel or cleaning company) would be an asset. The post holder must have the ability to interact positively with school age persons and all team members.

Candidates will be required to complete a Security Vetting Questionnaire.

Closing date: 19th November 2014

Ministry of Tourism Development and Transport

AVIATION SECURITY OFFICER

PS 31-33 \$95,503 – \$102,055

Airport Operations

Job Number: DHR00546 (310046)

The Aviation Security Officer will work under the general direction of the Manager, Air Operations to manage the development of all facets of the airport security and to oversee emergency planning programmes. This includes the development of security policies, procedures and guidelines consistent with the Bermuda International Airport Policing and Security Programme. The post-holder is also responsible for the management and administration of the unit and associated duties, as directed by the Manager, Airport Operations. The post-holder must possess a Bachelor's Degree or equivalent in Criminal Justice, Aviation Management, Airport Management or a related field. The post-holder must also possess a minimum of five years' experience in airport, airline or civil aviation security, with at least two years' at a senior supervisory level in a security environment (i.e. law enforcement or military service).

Consideration will be given to applicants who do not meet the educational requirements, but have ten years or more experience in airport, airline or civil aviation security, with at least four years' experience at a senior supervisory level in a security environment (i.e. law enforcement or military service).

Closing date: 12th November 2014

Ministry of Finance

FINANCIAL SYSTEMS OFFICER (2 POSTS)

PS 28-30 \$85,639 - \$92,096

Accountant General's Department

Job Number: DHR00514 (112004/006)

The Financial Systems Officer works under the supervision of the Manager – Financial Systems, to deliver and support business, financial and operational IT systems, in accordance with departmental policies and procedures, so that the Enterprise Resource Planning (ERP) system modules assigned and related systems can achieve business objectives, maintain data integrity, and meet user and regulatory requirements. The post-holder also designs and develops financial and operational IT systems and processes, resolves issues, provides training to end users and undertakes associated duties, as required.

Interested applicants must possess a Bachelor's Degree in Information Technology, or a Business/Finance related discipline with an IT specialty/minor, together with a valid driving license. In addition a minimum of three years' relevant experience in a business environment is required.

In addition to the above, applicants who possess the following may also be considered for the post one of the following qualifications or professional equivalent in lieu of the Bachelor's Degree: Member of British Computer Society, Member Information System Management Institute, Certified Computer Professional from the Institute for Certification of Computer Professionals, Certified Information Technology Compliance Professional from the Institute for Certification of Computer Professionals, or Certified Information Systems Professional. Also, a Bachelor's Degree in Business/ Finance related discipline without an IT specialty/minor together with a minimum of five years relevant experience in a business environment will be considered.

Closing date: 12th November 2014

Ministry of National Security

MANAGEMENT ACCOUNTANT

PS 34-36 \$105,765 - \$113,480

Bermuda Post Office

Job Number: DHR00541 (130085)

The Management Accountant will work under the general direction of the Manager, Corporate Services to develop and manage the accounting and financial reporting processes and fiscal activities of the Bermuda Post Office in accordance with the Post Office Act and Postal Regulations, Universal Postal Union (UPU) Codes and Regulations, policies and procedures for the Bermuda Post Office, and the Government of Bermuda's Financial Instructions.

Interested applicants must be a qualified Accountant and a member of a recognized accounting body i.e. Chartered Accountant, Certified Public Accountant, Chartered Institute of Management Accountants, Certified General Accountants, etc., together with a minimum of three year's post qualification experience, with demonstrated knowledge of the development and implementation of appropriate internal controls, the preparation of divisional budgets, financial management and planning. Post-holder should be knowledgeable of computer based financial systems and maintenance of accounts in a mainframe environment.

Interested applicants must also be current with continuing professional education requirements for their designation. Prior experience in a government accounting environment would be an asset. The successful applicant must be flexible, as the position may occasionally be required to work outside the normal working hours.

Closing date: 12th November 2014

Ministry of Home Affairs

LABOUR RELATIONS OFFICER

PS 29-31 \$88,805 - \$95,503

Workforce Development

Job Number: DHR00544 (600005)

The Labour Relations Officer is designated as an Inspector under the Employment Act 2000, and must carry out responsibilities prescribed by the Act. Further, the post-holder obtains responsibilities under the Trade Union Act 1965, Labour Relations Act 1975 and the Labour Disputes Act 1992. These responsibilities include the investigation and management of cases which are either directly assigned by the Director or the Labour Relations Manager or accepted by the post-holder as walk-in clients, email or telephone inquiries; providing conciliation and mediation services to clients, employers and union representatives as a means of avoiding confrontation and conflict; settling employment and labour disputes; assisting with satisfactory settlement of terms of collective bargaining agreements; managing the union certification process; and promoting best practices for industrial relations by providing professional guidance, instructive seminars and workshops to the public and to private sector employers and unions.

Interested applicants must possess a Bachelor Degree (or equivalent) incorporating studies in law, labour relations, business administration, management studies or social sciences. A minimum of five years' relevant work experience is also required.

Closing date: 12th November 2014