



GOVERNMENT OF BERMUDA

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

**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**

## 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 Home Affairs

**REGISTRAR GENERAL**  
**PS43 \$150,761**  
**Registry General**  
**Job Number: DHR00553 (290001/RA)**

The Registrar General will work under the direction of the Permanent Secretary and is accountable for the overall management and administration of the Registry General to ensure the provision of services relating to vital registrations, intellectual property registrations, recording and registration of land and other legal documents and registration of professional and professional organizations are aligned with the Ministry responsible for the Registry General's strategic objectives and goals. The post-holder ensures that fundamental rights of the Island's citizens are protected and as such ensures that appropriate programmes are not only in place but are efficient and effective to achieve goals. The post-holder is also accountable for strategic and business planning and the development of policy and legislative programmes on behalf of the Ministry and in response to social, cultural and economic changes occurring nationally and internationally. The post-holder is accountable for resource planning, staff development and control functions.

Applicants must possess a Master's degree or equivalent in Business Administration, Law or equivalent. Exceptional years of experience can be taken in lieu of the educational requirement or a LLB along with a post-graduate certificate can be considered as equivalent. Post-graduate qualification in Intellectual Property Law would be a distinct advantage. In addition applicants must have a minimum of ten years' relevant experience in a similar environment.

**Previous applicants need not apply.**

**Closing date: 26th November 2014**

**POLICY ANALYST**  
**PS33-35 \$102,055 - \$109,429**  
**Home Affairs HQ**  
**Job Number: DHR00565 (930003/RA)**

The Policy Analyst works under the direction of the Permanent Secretary and is accountable for a range of corporate services within the Ministry to address legislative and policy issues in response to social and economic changes. The post-holder also provides professional support to the Permanent Secretary in the formulation and execution of the Ministry's strategic plan. The Policy Analyst has the authority to make high level decisions and recommendations as it affects policy writing, interpretation and implementation in response to legislative, environmental and business trends and organizational change needs.

The post-holder must possess a Master's degree in Business Administration, Public Administration, Management, Human Resources or equivalent. The post-holder must have a minimum of five years' post-qualification experience in a similar job position in the areas of Public Administration, evaluation or research. Experience in policy development, project management and the use of programme evaluation techniques, statistical research databases and the internet is required.

**Previous applicants need not apply.**

**Closing date: 26th November 2014**