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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 National Security

Addiction Counsellor (2 posts)
PS 25 – 27 \$77,254 - \$82,581
National Drug Control
Job Number: DHR00630 (880018/19)

The Addiction Counsellor works under the leadership and supervision of the Programme Manager. The post-holder manages a caseload of clients and provides day-to-day substance abuse treatment using effective treatment modalities. The post-holder will provide individual and group counseling, develop treatment plans, collect statistical data and report on the client outcomes both written and verbal. The Addiction Counsellor will provide direct supervision to clients in all activities and perform additional duties as requested by the Programme Manager.

The post-holder must hold a Bachelor's Degree relevant in a clinical discipline such as Human Services, Clinical Psychology, Social Work, Counselling, Nursing or a related field. The post-holder must hold Certification as an Addiction Counsellor with the Bermuda Addiction Certification Board or an international certification with reciprocity with Bermuda and be registered to practice with the Allied Health Professional Council. Current certification in Cardiopulmonary Resuscitation (CPR), First Aid and Protective Intervention Training or its equivalent is also required. The post-holder must have a minimum of five years of counseling experience with three of the five years as a direct treatment provider of alcohol and/or other drug related problems. The post-holder must be familiar with Twelve-Step program, the Therapeutic Community model, Cognitive Behavioral Therapy (CBT), Motivational Interviewing Techniques and must have experience working with effective treatment modalities.

The post-holder must be prepared to work 12 hour shifts, public holidays and weekends on a rotational basis.

Closing date: 20th May 2015

Ministry of Tourism Development & Transport

ADMINISTRATIVE SUPPORT CLERK
PS 11 - 13 \$49,160 - \$51,984
Civil Aviation
Job Number: DHR00489 (570020)

Working under the direction of the Office Manager the Administrative Support Clerk is accountable for filing, locating files when needed, organizing the file room, and maintaining the filing database system. The post holder is also responsible for performing switchboard/receptionist duties and carrying out clerical duties to support the operations of the Department.

Interested applicants must have successfully completed the Bermuda School Diploma (BSD) or equivalent with good grades in English, and the Certificate for Office Assistants or the equivalent of one year's duration. Additionally, a minimum of one year's experience in a similar office environment with exposure to such areas as customer service, telephone reception, and clerical duties is required.

Closing date: 20 May 2015

Ministry of Tourism Development and Transport Ministry of Education

DEPARTMENTAL COMPTROLLER (2 posts)
PS 35 - 37 \$109,429 – \$117,690
Education
Job Number: DHR00701 (171710)
Airport Operations
Job Number: DHR00703 (310045)

The post-holder works under the direction of the Department Head and Ministry Comptroller and is responsible for the financial management, reporting administration, and management of resources associated with the Finance and Corporate Services Section. In addition, the post-holder will be engaged in the strategic planning, budgeting process, financial and managerial accounting and control for the Department.

The post-holder must be professionally qualified in Accounting and be a full member of an internationally recognized professional body i.e. Chartered Accountant (CA), Certified Public Accountant (CPA), Chartered Institute of Management Accountants (CMA), and Certified General Accountants (CGA), etc. The post-holder must also be current with continuing professional education requirements for their designation and familiar with the CICA handbook and IFRS reporting standards. The post-holder must possess a minimum of three years relevant post-qualification experience in finance and administration including experience in a management or supervisory position is required.

Closing date: 20th May 2015