



GOVERNMENT OF BERMUDA

GOVERNMENT CAREERS

We are Bermuda's largest employer offering a wide variety of challenging careers and excellent training, learning and development opportunities that give our employees the competitive edge.

(View full advertisements online)

Apply online at www.govtcareers.gov.bm

(Unless otherwise specified)

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 Legal Affairs

ADMINISTRATIVE OFFICER

PS 19 – 21 \$63,535-\$68,303

Judicial

Job Number: DHR00708 (030009)

The Administrative Officer works under the direction of the Registrar to provide administrative and secretarial assistance to the Registrar and on occasion, the Office Manager as required. The post-holder will be responsible for performing administrative duties to include the administrative support related to the human resource needs of the Supreme Court. The post-holder will supervise the preparation and maintenance of civil files, and will be responsible for handling sensitive information in a confidential manner.

Interested applicants are required to have completed an Associate's Degree or equivalent in Business Administration or relevant subject area. Transcription/typing capabilities of 60 wpm and speedwriting would be an asset. The post also requires two years' experience at an Executive Secretary/Personal Assistant level, preferable in a legal or law office environment. In addition, at least one years' experience in a supervisory capacity is required.

Closing date: 10 June 2015

Ministry of Home Affairs

INFORMATION SYSTEMS OFFICER

PS 32 – 34 \$99,048 – \$105,765

Planning

Job Number: DHR00694 (320016)

Under the direction of the Senior Planning Officer – Forward Planning, the post-holder is accountable for the management of the Department's application data information system (IT programmes, database, data quality input management and system administration) and its integration with the Department's Geographic Information System. Also, the post-holder is responsible for the Department's website and ensures that systems integration with other government departments is properly coordinated. The post-holder serves as project manager for system maintenance and upgrades and provides advice to, and liaises with, government agencies, colleagues and the public on development, building and conservation related data and mapping queries.

The post-holder must possess a Bachelor's degree in, Computer Science, Information Technology Management, Geographic Information Systems, Planning, Land Surveying, Geography or a related discipline. In addition, the post-holder must possess a current professional designation as a Chartered IT Professional awarded by the British Computer Society or equivalent. The post requires three years' relevant experience as an IT or GIS specialist preferably in a land and property development or environmental conservation capacity.

In lieu of a Bachelor's degree and the professional designation as a Chartered IT Professional awarded by the British Computer Society or equivalent, the applicant who possesses qualifications in any of the following (or a professionally recognized equivalent) would be considered for the post:

- Professional Member of British Computer Society (UK)
- Certified Computing Professional - Institute for Certification of Computing Professionals (US)
- Certified as Information Systems Professional (Canada), or
- Full Member of Royal Town Planning Institute, Canadian Institute of Planners, American Institute of Certified Planners, Royal Institute of Chartered Surveyors; and
- Six years' relevant work experience as an IT or GIS specialist preferably in a land and property development or an environmental conservation capacity.

Closing date: 10th June 2015

Ministry of Tourism Development and Transport

TRAINEE DUTY OFFICER

PS 23 – 25 \$73,092 – \$77,254

Airport Operations

Job Number: DHR00707 (310025)

The Trainee Duty Officer works under the supervision of the Manager, Safety and Quality, to provide Apron monitoring services for personnel, aircraft and equipment operating on all Airport Aprons and also the monitoring of Terminal and Landside services to airlines, agencies, members of the public in accordance with established policies and procedures to ensure operational compliance and the level of consumer service on behalf of the Department of Airport Operations is maintained. The Trainee Duty Officer also performs administrative and associated duties within the Section.

The post-holder must have successfully completed a Bermuda School Diploma (BSD) or equivalent and be willing to undertake rigorous training for at least two years duration in airport operations. The post requires a minimum of one years experience in a similar position.

Applicants interested in being considered for the above posts will be required to undertake an assessment/skills testing. This position is open to Bermudians only.

Closing date: 10th June 2015

MARITIME OPERATIONS CENTRE CONTROLLER

PS 28 - 30 \$85,639 – \$92,096

Marine & Ports Services

Job Number: DHR00683 (300011)

The Maritime Operations Centre Controller works under the direction of the Senior Radio Officer. The post-holder is responsible for performing duties associated with the Maritime Search and Rescue Service, Coastal Radar Surveillance (VTS) and Marine Communications Service which includes channel clearance to ships and the processing of foreign recreational vessels arriving and departing Bermuda. The post-holder will be responsible for communicating with all vessels, with a strong emphasis on preventative SAR with non-commercial vessels.

The post-holder must possess a minimum of 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 possess an IALA V-103 VTS Certification (or equivalent) and have successfully completed a recognized Maritime Search and Rescue Planning course. Coast Guard watch standers with a military background and the demonstrated competencies in the above areas (i.e. Communications, Radar/VTS and SAR planning) can also be considered. The post-holder must possess a minimum of five years' experience in marine communications, traffic services and incident (SAR) case management.

This position involves a single person watch rotation with shifts of 6, 8 and 10 hours in duration. The exigencies of the single person watch rotation may, as a rule, prevent meal and relief breaks from occurring in a systematic and guaranteed way. Familiarity with the COSPAS/SARSAT system is required so as to assist with the beacon registration process and to permit timely response to 406 MHz Beacon distress alerts and ship security alerts from Bermuda registered ships and aircraft operating worldwide.

Closing date: 17th June 2015