



GOVERNMENT OF BERMUDA

GOVERNMENT CAREERS

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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.

Preference may be given to persons who have worked satisfactorily for the Department during previous censuses and surveys.

Closing date: 27th April 2016

Ministry of Home Affairs

INTELLECTUAL PROPERTY OFFICER

PS 32-34 \$99,048 - \$105,765

Registry General

Job Number: DHR944 (290008)

The Intellectual Property Officer works under the direction of the Assistant Registrar General and is accountable for the examination of applications for, and granting of Intellectual Property Rights (Trademarks, Patents, and Designs); and the delivery of advice on the statutory requirements and legal practice involved in the granting of Intellectual Property rights to the Intellectual Property Attorneys and agents, and the public in general. The post-holder assists with a range of corporate services including budgeting, policy development, legal research, development of legal practices and policies, development of training modules and the training of junior staff in the examination of Intellectual Property rights applications and all delegated workload as allocated by the Registrar General and Assistant Registrar General. The post-holder provides advice and recommendations on legal and technical issues after research and consultation of International Treaties and Intellectual Property authorities.

Interested applicants must have a Bachelors' Degree in Business Administration, Law or in a relevant field of study. A minimum of five years' relevant experience in the field of trade and service mark examination and registration, with at least three years in a supervisory or managerial capacity is required. Additionally, knowledge of United Kingdom trade mark and service mark laws and practices is a requirement.

Closing date: 27th April 2016

APPLICATIONS OFFICER

PS 19-21 \$63,535 - \$68,303

Planning

Job Number: DHR00956 (320030)

The Applications Officer works under the direction of the Senior Applications Officer and is accountable for the review and initial processing of all applications received by the Department, assists with revisions to applications and is responsible for the post-decision administration associated with applications. The post-holder provides administrative support for the Department's applications processes and provides advice to the public regarding planning and building policies and procedures. The post is responsible for the accurate input of application information and the updating of the parcel information in the environmental management information system.

The post-holder must possess an Associate's Degree in Planning, Environmental Studies, Land Surveying, Geography or a related discipline. Two years' relevant experience is also required. In lieu of an Associate's Degree in Planning, Environmental Studies, Land Surveying, Geography or a related discipline, applicants who possess a minimum of four years' experience working in architecture, building, interior design, construction management, engineering or the equivalent may be considered. Experience in an architectural or engineering design, land and property development or environmental conservation environment would be preferred.

Closing date: 4th May 2016

Ministry of Health, Seniors and Environment

DIRECTOR

Health Insurance

PS 43 \$150,761

Job Number: DHR00825 (910035)

The Director works under the direction of the Permanent Secretary and is accountable for the provision of health insurance services that are aligned with the Ministry's strategic objectives and goals. The post-holder is also accountable for the strategy, planning, administration, and management of the Department and the Health Insurance Committee, including business operations, relationship management (e.g., Bermuda Hospitals Board, Bermuda Health Council), business development, health insurance product management, claims management, and financial management of HIP, FutureCare and the Government subsidies.

The post-holder must possess a Master of Business Administration (MBA) Degree or Master's Degree in a related Business field, i.e. Insurance, Human Resources, Management, Finance, Accounting, etc.; or possess a current professional/chartered designation in a relevant field such as Insurance, Human Resources, Management, Finance, Accounting, etc. (e.g. Associate in General Insurance (AINS), Associate in Risk Management (ARM), Professional Administrator Certification (P.AdM.), Chartered Public Accountant (CPA), Six Sigma Certification, Level 7 Award in Strategic Management and Leadership (QCF), Society of Human Resources Management – Senior Certified Professional (SHRM-SCP), etc.). A minimum of ten years' experience relevant experience in management with at least five years at a senior level is also required.

Closing Date: 27th April 2016

GOVERNMENT ANALYST

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

Health

Job Number: DHR00957 (220502)

The Government Analyst works under the direction of a Senior Government Analyst and will be responsible for providing forensic drug chemistry and technical analyses and associated reporting, to assist in crime detection and presentation of evidence in court.

Applicants must possess a Bachelor of Science Degree in Chemistry, Biochemistry, Analytical Chemistry or related science degree together with a wide knowledge of Forensic Science. A minimum of three years' post qualification experience in Forensic Science or related laboratory science is required. In lieu of the required three years' experience will consider applicants who possess a post-graduate degree in chemistry, biochemistry, or forensic science with one year experience.

Closing date: 4th May 2016

SENIOR GOVERNMENT ANALYST

PS 36-38 \$113,480 - \$122,064

Health

Job Number: DHR00958 (220128)

The Senior Government Analyst works under the direction of the Director and will be responsible for the management, administration and provision of the Forensic Science, Toxicology and Urine Drug Testing programmes within the Central Government Laboratory including technical analyses in the areas of toxicology, biology, and evidence recovery, drug chemistry and other chemical analyses to assist in crime detection and any associated reporting and presentation of evidence in court, cause of death findings, and identification of Public Health hazards.

Applicants must possess a Master of Science Degree in Forensic Science or equivalent in Chemistry or Biochemistry, together with a wide knowledge of Forensic Science and Forensic toxicology. A minimum of five years' post qualification experience in Forensic Science is required. In lieu of the required five years' experience will consider applicants with a PhD degree in Chemistry, Biochemistry, or Forensic Science or equivalent and two years' experience.

Closing date: 4th May 2016

Ministry of Tourism Development and Transport

MARITIME OPERATIONS CENTRE CONTROLLER

PS 28-30 \$85,639 – \$92,096

Marine & Ports Services

Job Number: DHR00953 (300011)

The Maritime Operations Centre Controller works under the direction of the Senior Maritime Operations Centre Controller. 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 or equivalent with Coast Radio Station GMDSS Communication training certification to a Commonwealth standard. The post-holder must possess a minimum of five years' experience in marine communications, traffic services and incident (SAR) case management. Candidates who possess an IALA V-103 VTS Certification or equivalent and have successfully completed a recognized Maritime Search and Rescue Planning course are preferred. Coast Guard watch standers or those persons with a military (naval) background and the demonstrated competencies in the above areas (i.e. Communications, Radar/VTS and SAR planning) can also be considered.

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.

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.

Closing date: 27th April 2016

Ministry of Public Works

ESTATES SURVEYOR (4 posts)

PS 32-34 \$99,048 - \$105,765

Public, Lands and Buildings

Job Number: DHR00952 (811609, 810039, 811611, 811640)

The Estates Surveyor works under the general direction of the Senior Estates Surveyor, to manage, supervise, direct and control all aspects of the Estate Section's activities to provide estate management services and advice to the whole of Government and the general public. The post-holder also shares the recruitment and supervision of the Graduate and Trainee Estate Surveyors and the supervision of the Residential Accommodation Officer for specific issues and provides support and advice to the Senior Estates Surveyor on the annual budget submission. The post-holder will also share responsibility for the technical and professional records management and preservation of work produced by the section.

The post-holder must possess a Bachelor's Degree in Estates Management or equivalent, and be a Member of the Royal Institution of Chartered Surveyors (Valuation or Commercial Property Faculty) and be qualified for registration as a Professional Surveyor in Bermuda. A minimum of three years' post qualification (MRICS) experience in estates management and valuation is required. Computer literacy and familiarity with property orientated IT systems is essential.

Closing Date: 27th April 2016

PARK PLANNER

Parks

PS 32-34 \$99,048 - \$105,765

Job Number: DHR00938 (680003)

The Park Planner works under the direction of the Director of Parks, to develop and formulate management plans and policies for the protected areas under the Bermuda National Parks Act. This will include design work and landscape architecture for the Department.

The post requires a Master's Degree in Planning from a recognized institution, with training in landscape design/ architecture, or a recognized Bachelor's degree in landscape architecture, geography, environmental studies or equivalent, with a professional designation in planning, design or related field. A minimum of three years' post qualification experience in park planning, design and development is also required.

Closing date: 27th April 2016

The Cabinet Office

IN-HOUSE CENSUS OFFICER (6 posts)

(short-term assignment up to 6 months)

PS 16 \$1,099.38 per week

Statistics

Job Number: DHR00955

The In-House Census Officer will work under the direction of a Census Supervisor to receive interviewers and ensure quality of submitted electronic/paper questionnaires and forms. The post-holder will conduct census interviews, maintain census databases, review and clear voicemails and schedule telephone interviews. In addition, the post-holder will carry out other duties not specified as directed by the supervisor.

The post-holder must possess an Associate's Degree or equivalent. A minimum of two years' office experience with supervisory experience is also required. In addition, the post-holder must have strong data entry skills with proficiency in Microsoft Word and Excel.

The ideal candidate will be a quick learner, focused, a team player and self-motivated. Applicants must possess good organizational and communications skills, the ability to multi-task and have a keen eye for detail.