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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 Health, Seniors and Environment

OCCUPATIONAL THERAPIST (2 posts)

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

Health

Job Number: DHR00967 (220367/316)

The Occupational Therapist works under the direction of the Coordinator, the successful applicant will provide community-based occupational therapy services for pre-school, school-aged children, seniors and physically-challenged persons.

Applicants must possess a Bachelor's Degree in Occupational Therapy and registration with the Allied Health Professions Council. A minimum of three years' post qualification experience including experience working with young children is required.

The post-holder must provide own transportation and will be reimbursed for mileage.

Closing date: 18th May 2016

The Cabinet Office

2016 CENSUS OF POPULATION AND HOUSING

COMPUTER ASSISTED TELEPHONE INTERVIEWER (CATI)

(Casual employment – evenings and weekends)

\$12.00 per questionnaire completed via appointment

\$13.00 per questionnaire completed via non-appointment

Statistics

Job Number: DHR00971

The CATI Interviewer will be given assignments on an as needed basis to be completed in the office via telephone. The interviewing period is scheduled for June to August 2016.

The ideal candidate will complete questionnaires electronically according to the instructions provided in the CATI Interviewer's manual and during training. They must keep a record of all households interviewed and file according to instructions. In addition, they will carry out other duties not specified as directed by the CATI Supervisor.

Applicants must have a minimum of a Bermuda School Diploma (BSD) or equivalent. They must be of good character, reliable, committed to the job, self-motivated and possess good organizational and communication skills. In addition, they must have strong data entry skills and web-browsing knowledge. Preference may be given to persons who have worked satisfactorily for the Department during previous censuses and surveys.

Training is a prerequisite and is scheduled for the evenings of the 9th, 13th, 14th and 16th of June 2016.

Closing date: 18th May 2016

TRANSLATION INTERVIEWER

(Casual employment – evenings and weekends)

Telephone Interviews - \$18.00 per questionnaire completed

Door-to-Door Interviews - \$26.00 per questionnaire completed

Statistics

Job Number: DHR00972

The Translation Interviewer will be given assignments on an as needed basis to interview the non-English speaking population in assigned areas using netbook computers or via telephone

in the office. The interviewing period is scheduled for July to October 2016.

The ideal candidates will conduct telephone or in-person interviews of the non-English speaking population according to the instructions provided in the Interviewer's manual and during training. They must keep a record of all households visited using the Visitation Record in the Interviewer's Portfolio. In addition, they will carry out other duties not specified as directed by the supervisor.

Applicants must have a minimum of a Bermuda School Diploma (BSD) or equivalent. They must be of good character, reliable, committed to the job, self-motivated and possess good organizational and communication skills. In addition, they must have strong data entry skills, web-browsing knowledge and be bilingual or multilingual.

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

Training is a prerequisite and is scheduled for the evenings of the 9th, 13th, 14th and 16th of June 2016.

Closing date: 18th May 2016

HUMAN RESOURCE OFFICER

PS 27-29 \$82,581 - \$88,805

Human Resources

Job Number: DHR00974 (260149)

The Human Resource Officer works under the direction of the Human Resource Manager and is accountable for performing Human Resource related duties at the generalist level and may carry out responsibilities in some or all of the following areas for a portfolio of Ministries/Departments: recruitment, management and administrative, employment services, and employee and industrial relations duties. The Human Resource Officer will work as part of a team in one of three HR units, comprising of a Human Resource Manager, Human Resource Officer and a HR Administrative Assistant. The post-holder must be able and willing to work in any HR area/unit or activity that may be assigned as is expected to actively engage in activities that support the strategic direction of department, modeling industry best-practice at all times.

The post-holder must possess a Bachelor's Degree or equivalent in Human Resource Management or related discipline. A minimum of two years' relevant experience is also required. In lieu of a Bachelor's Degree or equivalent in Human Resource Management or related discipline, consideration will be given to applicants who possess a minimum of at least:

- Four years' relevant experience; or
- Two years' relevant experience and one of the following Human Resources certifications/qualifications or a recognized equivalent from a certifying body such as:
- Certified Human Resource Professional (CHRP) designation from the Canadian Council of Human Resources Associations (CCHRA);
- Level 5 Intermediate Qualification – Intermediate Certificate from the Chartered Institute of Personnel and Development (CIPD);
- Professional in Human Resources (PHR) Designation, or Human Resource Business Professional (HRBP) Designation from the Human Resource Certification Institute (HRCI);
- Society for Human Resource Management- Certified Professional (SHRM-CP).

Closing date: 25th May 2016

Ministry of National Security

EMERGENCY MEDICAL DISPATCHER (3 posts)

PS 14-16 \$53,609 - \$57,167

Bermuda Fire & Rescue Service

Job Number: DHR00962 (450115/120/124)

The Emergency Medical Dispatcher works under the direct supervision of the Dispatch Supervisor, to receive, prioritize and process a full range of 911 emergency and non-emergency calls from the public including fires, hazardous materials, medical incidents and road traffic accidents in accordance with established standard operating policies and procedures. In addition, the post-holder will be responsible for maintaining accurate logs/records of all relevant activity in the dispatching facility in accordance with Management practice and performs other related duties as necessary.

The post-holder must have successfully completed the Bermuda School Diploma (BSD) or equivalent and possess a typing speed of 30 wpm with 100% accuracy. A minimum of two years' relevant experience is required for the post as well as experience operating in a computerized environment.

Closing date: 25th May 2016