



GOVERNMENT OF BERMUDA

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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 Education

ADMINISTRATIVE ASSISTANT (Middle School)
PS 16-18 \$57,167 - \$61,278 (Pro-rated for school year)
Education
Job Number: DHR01010 (170058/060)

The Administrative Assistant works under the direction of the School Principal (Middle School) to provide a range of administrative, secretarial and clerical services in support of the smooth and efficient operation of the school, including the support staff, the Ministry of Education staff, students, parents, Parent Teachers Association (PTA) committee members, community, business and charitable organizations. The Administrative Assistant also undertakes accounting and other associated duties, including project work on behalf of the Principal or the Department of Education.

The post-holder must have successfully completed the Bermuda School Diploma (BSD) or equivalent and a secretarial course of one year's duration having attained a typing speed of 60 wpm. The post-holder must be capable of working in a computerized office environment and must be able to demonstrate proficiency in word processing, data base management, spreadsheets and accounting applications. In addition, the post-holder must have a minimum of two years' relevant post-qualification experience is required, including experience undertaking senior administrative tasks.

Closing Date: 13th July 2016

Ministry of Health and Seniors

DENTAL ASSISTANT
PS 16-18 \$57,167 - \$61,278
Health
Job Number: DHR00991 (220110)

The Dental Assistant works under the supervision of a Dental Officer to perform clinical and preventive services in the dental clinics, including all phases of general dental practice, classroom oral health presentations, oral health surveillance, distribution of fluoride, and associated duties. The post-holder also performs reception, administrative and data entry duties.

Applicants must have successfully completed the Bermuda School Diploma (BSD) or equivalent and formal training and certification as a dental assistant, dental nurse, registered dental nurse or equivalent. A minimum of one years' experience following qualification is required.

Closing date: 13th July 2016

Ministry of National Security

ADDICTION COUNSELLOR
PS 25-27 \$77,254 - \$82,581
National Drug Control
Job Number: DHR01001 (880018)

The Addiction Counsellor works under the direction of the Programme Manager to manage a caseload of clients and to provide 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 Aide 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. In lieu of a Bachelor's degree, applicants who possess a Certificate in Counseling from an accredited College/University along with all other previously stated education requirements and possesses at least ten years' relevant experience inclusive of addiction counselling experience may also be considered for the post.

The post-holder must be prepared to work 12 hour shifts and on Public Holidays and weekends on a rotational basis.

Previous applicants need not apply.

Closing date: 13th July 2016

FIREFIGHTER/EMERGENCY MEDICAL TECHNICIAN (EMT)
FSA 7-12 \$67,148 - \$79,157
Bermuda Fire & Rescue Service
Job Number: DHR01000 (450005/023/033/034)

The Firefighter/Emergency Medical Technician (EMT) works under the direction of the Watch Sergeant in the Operations Division on an assigned shift basis; undertaking operational duties and to deliver emergency and humanitarian services to the public; in accordance with relevant legislation and the Fire Services General Orders, Policies, Procedures and Standards. The post-holder is also responsible for station, equipment and vehicle testing and maintenance. Also the post-holder undertakes training activities and performs administrative and associated duties as required.

A minimum of the Bermuda School Diploma (BSD) or equivalent together with a valid licence to drive four wheeled vehicles is required. No previous experience necessary. Applicants must be at least 18 years of age, no less than 5ft 5in in height (without shoes) and have a minimum eye sight of 20/30 without correctors and correct colour vision.

Successful applicants must successfully complete the initial Firefighter and Emergency Medical Technician (EMT) courses.

Applicant must attach copies of relevant academic qualifications and two professional references must be submitted with application.

Closing date: 20th July 2016

CORRECTIONS OFFICER
POA 1-5 \$63,946 - \$73,936
Corrections
Job Number: DHR01007

The Corrections Officer works under the supervision of the Divisional Officer. The post-holder is responsible for supervising, controlling and assisting inmates during all activities, including escorts and visits as per the legislation, policies and procedures that govern the Department of Corrections. Successful applicants must be able to perform all of the duties normally required in predominantly male facilities.

A minimum of the Bermuda School Diploma (BSD) or an equivalent is required. All copies of qualifications and certificates must be electronically attached. Failure to attach all relevant documentation by the application deadline will render applications incomplete and will not be processed further.

Successful applicants must pass extensive and rigorous examinations inclusive of enhanced security vetting; medical; drug screening; physical fitness; and assessment testing. Upon request, candidates will be required to provide (at applicant's own expense) in writing, proof of dental and eye fitness.

N.B. Applicants should be aware that the age of compulsory retirement is fifty-five years as per the Public Service Superannuation Act 1981 [Section 22 (1)].

Candidate information packages must be collected from Corrections Headquarters (located on the upper floor of the Clocktower Mall in the Royal Naval Dockyard).

Closing date: 20th July 2016

Ministry of Public Works

LAND REGISTRAR
PS 36-38 \$113,480 - \$122,064
Land Title and Registration
Job Number: DHR00996 (970007)

The Land Registrar works under the direction of the Permanent Secretary and will be responsible for the management of the Land Title Registry Office. He or she will adjudicate all land title registration issues. The post-holder will use advanced presentation skills to champion land title registration in Bermuda.

Applicants must have a Bachelors Degree in Land Surveying, Estate Management, Land Economy, Law, Geographical Information Systems, or equivalent and must be qualified to register as a Professional Surveyor or to practice law in Bermuda. Also, a minimum of five years relevant post-graduate work experience in a land registry office is required.

In lieu of a degree, applicants must have ten years work experience in a land registry and five of those must be at a senior level.

The successful candidate must have comprehensive knowledge and understanding of the requirements of a land title registry and be able to demonstrate proven managerial ability. Competence with computers and computer systems is essential and awareness of international best practice in land registration would be an advantage.

Closing date: 13th July 2016

Ministry of Social Development and Sports

CIRCULATION ASSISTANT, YOUTH SERVICES
PS 11-13 \$49,160 - \$51,984
Bermuda National Library
Job number: DHR01017 (180019)

The Circulation Assistant, Youth Services works under the general supervision of the Circulation Supervisor, to register and add new members to the library database, process materials to be borrowed by patrons and assists with library programming. The post-holder manages borrowing, proper shelving and maintenance of library materials and creates library displays.

The post-holder must have successfully completed the Bermuda School Diploma (BSD) or equivalent and a minimum of two years post high-school work experience in a customer service environment. The post-holder may be required to work in other sections of the Bermuda National Library, i.e. adult services or collection management. Evening and weekend work may be required.

Closing Date: 20th July 2016

The Cabinet Office

2016 CENSUS OF POPULATION AND HOUSING

COMPUTER ASSISTED PERSONAL INTERVIEWER (CAPI)
(Casual employment – evenings and weekends)
\$20.00 per questionnaire completed satisfactorily
Statistics
Job Number: DHR001016

The Computer Assisted Personal Interview (CAPI) Interviewer will be given assignments on an as needed basis to be completed in assigned areas using netbook computers. The interviewing period is scheduled for August to October 2016.

The CAPI Interviewer will interview persons within assigned households according to the instructions provided in the CAPI 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 CAPI 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. Preference may be given to persons who have worked satisfactorily for the Department during previous censuses and surveys.

Previous applicants need not re-apply.

Training is a prerequisite and is scheduled for the evenings of the 11th, 15th, 16th and 18th of August 2016.

Closing date: 13th July 2016

2016 CENSUS OF POPULATION AND HOUSING

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: DHR001015

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 August 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.

Previous applicants need not re-apply.

Training is a prerequisite and is scheduled for the evenings of the 11th, 15th, 16th and 18th of August 2016.

Closing date: 13th July 2016