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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 Legal Affairs

CROWN COUNSEL

PS 42 \$144,319

Attorney General's Chambers

Job Number: DHR01004 (040005/OS)

The Crown Counsel works under the direction of the Senior Crown Counsel and indirectly through the Deputy Solicitor General. The Crown Counsel litigates on behalf of Government, represents Government in Court, provides legal advice and drafts legal documents as required for Government Ministries and Departments and assists with the professional development of less experienced Bermudian lawyers.

Interested applicants must be qualified as a Barrister and Attorney of a Commonwealth jurisdiction with a minimum of five years' relevant experience since qualifying to practice law. In addition, experience in a government legal environment is preferred and/or an extensive litigation and advisor background. The Crown Counsel must also be prepared to work flexible working hours to ensure the completion of the work of the Attorney General's Chambers.

Previous applicants need not apply.

Closing date: 31st August 2016

Ministry of Health and Seniors

SPEECH-LANGUAGE PATHOLOGIST

PS 31-33 \$95,503 – \$102,055

Health

Job Number: DHR01034 (220093/OS)

The Speech-Language Pathologist works under the general direction of the Team Coordinator to provide community based speech and language services to pre-school and school-aged children and seniors.

The post-holder must possess a Master's degree in Speech-Language Pathology and registration with the Allied Health Professions Council or must be eligible for registration with reciprocity. A minimum of three years' post qualification experience, including experience working with young children is also required.

Closing date: 7th September 2016

Ministry of Education

CUSTODIAN

\$26.87 per hour

Education

Job Number: DHR01023 (170802/0826)

The Custodian is responsible for providing support to the educational facility in ensuring that a safe, clean, and healthy environment exist for students, staff and members of the public.

The post-holder must possess a Bermuda School Diploma (BSD) or equivalent. Previous experience of at least one year in a similar setting (hospital, hotel or cleaning company) would be an asset. The post-holder must have good interpersonal skills, the ability to follow oral and written instructions and able to interact positively with all team members and school age persons.

Closing date: 31st August 2016

Ministry of Social Development and Sport

ADMINISTRATIVE ASSISTANT-BOOKINGS

PS 15 – 17 \$55,409 – \$59,105

Youth Sport and Recreation

Job Number: DHR01035 (200010)

The Administrative Assistant - Bookings works under the direction of the Accounts Officer and in consultation with the Senior Recreational Development Officer. The post-holder will be responsible for providing administrative, secretarial and accounting support to the Support Services Unit. The post-holder will also undertake associated duties as required by the Accounts Officer.

The post-holder must possess a certificate in office assistant, a diploma or recognized secretarial course of two years duration or the equivalent. Additionally, the post-holder must have completed courses in Bookkeeping I and II or the equivalent. A minimum of two years relevant experience is also required.

Consideration will be given to candidates who do not meet the minimum education requirements but who possess a minimum of four years relevant experience.

Closing date: 31st August 2016

Ministry of Public Works

ASSISTANT PURCHASING & SUPPLIES OFFICER (QUARRY)

PS 25-27 \$77,254 – \$82,581

Public Works Headquarters

Job Number: DHR01027 (360019)

The Assistant Purchasing & Supplies Officer (Quarry) works under the direction of the Purchasing and Supplies Officer. The post-holder will be responsible for purchasing within assigned commodity groups and value ranges and supervises the daily operations of three store locations. This post will be required to rotate with the Assistant Purchasing and Supplies Officer based in the Head Office to get all-round coverage and increase flexibility of the Department.

The post-holder must possess an Associate's Degree in Materials Management or Business and additional relevant courses towards a recognized programme (PMAC, NAPM, NIGP IPS) or equivalent. The post-holder must also have a minimum of three years' experience in purchasing, inventory management and supervision of staff.

Previous experience in a computerized purchasing environment, overseas ordering and receipt of materials, and purchasing mechanical equipment would be an advantage.

Closing date: 31st August 2016