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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.**

Consideration will be given to applicants who do not meet the educational requirements, but who possess a minimum of four years relevant work experience along with at least one years' experience in a customer/client service environment.

Closing Date: 23rd November 2016

ASSISTANT TEACHER (Under Review)
PS 13-15 \$51,984 - \$55,409
Child & Family Services
Job Number: DHR01105 (230022)

The Assistant Teacher works under the direct supervision of the sectional Teacher and/or Coordinator of the Happy Valley Child Care Centre. The post-holder will assist the Teacher with the planning, care and supervision of the children at the Centre. This includes assisting with the implementation of the program activities as well as assisting the Teacher with writing anecdotal observations, assessment reports, lesson plans, and conducting parent/teacher conferences.

The post-holder must possess a minimum of an Associate's Degree in Childhood and/or Youth Studies, Education or a related field. In addition to the above, the post-holder must maintain a current CPR and First Aid certificate and must possess a valid Community Service (CS) license. A minimum of two years previous experience working with infants, toddlers and preschoolers in a child care setting is also required.

Consideration may be given to applicants who possess a Nursery Training Certificate or its equivalent and a minimum of four years' experience working with infants, toddlers and preschoolers in a child care setting as well as a current CPR and First Aid certificate and a valid Community Service (CS) license.

Closing date: 30th November 2016

Non-Ministry

IT AUDIT MANAGER
PS 35-37 \$109,429 - \$117,690
Internal Audit
Job Number: DHR01072 (920015)

The IT Audit Manager works under the general direction of the Assistant Director and the Director and is accountable for ensuring that high-quality IT audits, reviews and investigations are conducted in accordance with the relevant Government and departmental policies and procedures, and are delivered in a timely manner as outlined by the Assistant Director, ensuring that reports containing the results of the IT audit or investigation are completed in accordance with the department's timelines and the results as well as recommendations are communicated to the client department and monitoring the client departments to ensure that appropriate action is taken with respect to any deficiencies noted in the report.

Applicant must possess a Bachelor's degree from an accredited college or university in Computer Science, Information Technology, Accounting, Auditing, Business Administration, Finance, Public Administration or a related field. Hold a professional certification such as CIA (Certified Internal Auditor), CPA (Certified Public Accountant), CPA (Chartered Professional Accountant), CFE (Certified Fraud Examiner), CISA (Certified Information Systems Auditor), CISSP (Certified Information Systems Security Professional) or CISM (Certified Information Security Manager). In addition, have a minimum of five years full-time experience in auditing, business analysis, or program evaluation, including a least two years supervisory or project management experience.

The applicants must be current with their CPE (Continuing Professional Education).

Closing date: 30th November 2016

ADMINISTRATIVE OFFICER
PS 18-20 \$61,278 - \$65,879
Internal Audit
Job Number: DHR01089 (920003)

The Administrative Officer works under the direction of the Director of Internal Audit and is accountable for carrying out and coordinating various administrative, office management and financial, and information and records management functions in accordance with Government policies and procedures to assist the Director and the professional officers with enhancing overall efficiency and productivity of Internal Audit.

The post-holder must possess an Associate's Degree in a relevant subject area and three years' experience in a similar position. Experience in accounts payable and payroll processing would be an asset. The post-holder must have the ability to handle confidential and sensitive information in a highly professional manner and be prepared to work outside of normal work hours, as required, to get the job done.

In lieu of an Associate's Degree in a relevant subject area, consideration maybe given to persons who possess the Bermuda School Diploma (BSD) or equivalent, and a minimum of six years relevant work experience including administrative tasks undertaken to support a senior level position.

Closing Date: 30th November 2016

Ministry of Public Works

PAINTER AND DECORATOR CLASS 2
\$1,049.86 per week
Public Lands and Buildings
Job Number: DHR01069 (810208)

Painter and Decorator Class 2 works under the direction of the Depot/Supervisory/Working Craft Foremen. The post-holder must be able to carry out with minimal supervision any task associated with the development/maintenance and upkeep of buildings and structures within the Government's Estate.

Applicants must possess the Bermuda School Diploma (BSD) or equivalent and have three years' practical experience after completion of an appropriate apprenticeship in a construction related trade or equivalent. Applicants must have achieved the relevant National Training Board Certification for Painting.

An understanding of the basic requirements of the Health and Safety at Work Act is required. In addition, applicants should have a basic knowledge measurement (i.e. linear, square, cube and circular) and be able to make relative calculations and a basic knowledge of terminology associated with tools, equipment and building construction as it relates to painting.

Closing Date: 23rd November 2016

Ministry of Legal Affairs

ADMINISTRATIVE ASSISTANT
PS 17-19 \$59,105 - \$63,535
Attorney General's Chambers
Job Number: DHR01078 (040057)

The Administrative Assistant works under the direction of the Deputy Solicitor General, in accordance with the departmental policies and procedures. The post-holder is accountable for performing a range of administrative and secretarial duties in support of the Deputy Solicitor, Senior Crown Counsel and Crown Counsel to enable them to discharge their duties and responsibilities in an efficient and effective manner. The post-holder also performs duties relating to court preparation, the inputting of data and undertakes associated duties.

Interested applicants must have successfully completed the ILEX Level 2 Diploma for Legal Secretaries or an equivalent qualification with a minimum of two year's relevant experience, undertaking administrative and secretarial duties at a senior level within a legal environment.

In addition, applicants who possess in lieu of an ILEX Level 2 Diploma for Legal Secretaries or an equivalent qualification, a Certificate for Office Assistants or an equivalent qualification together with four years' experience undertaking administrative and secretarial duties at a senior level within a legal environment.

Also, on occasion the post holder may be required to work beyond the normal working hours and/or on short notice where urgent matters arise.

Closing date: 23rd November 2016

Ministry of Social Development and Sports

CUSTOMER SERVICE REPRESENTATIVE
(UNDER REVIEW)
PS 12-14 \$50,958 - \$53,609
Financial Assistance
Job Number: DHR01095 (550002)

The Customer Service Representative will work under the general supervision of the Administrative Officer, to provide reception coverage and process applications for financial assistance benefits in accordance with the established policies and procedures and the Financial Assistance Act 2001. The post-holder will also perform clerical and messenger duties to support the Department of Financial Assistance.

The post-holder must have successfully completed the Bermuda School Diploma (BSD) or equivalent along with a certificate/diploma in a one year administrative/secretarial program and a minimum of two years relevant experience with at least six months in a customer/client service environment.