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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 Health and Seniors

ADMINISTRATOR
PS 36-38 \$113,480 - \$122,064
Ministry Headquarters
Job Number: DHR01156 (210055)

The Administrator works under the direction of the Manager-Aging and Disability Services (ADS) and is accountable for managing the operations of K. Margaret Carter Centre (KMCC) to ensure that services are aligned with the Ministry's strategic objectives and goals. The post-holder is accountable for the administration of KMCC clients, resource planning, staff development, control functions, and program delivery.

Applicants must possess a minimum of a Master's Degree in Learning Disabilities or relevant field of study. In addition a certification in allied health, recreational therapy, learning disabilities or relevant discipline is required. A minimum of five years relevant experience is also required.

In lieu of a Master's Degree in Learning Disabilities or relevant field of study, applicants who possess a Bachelors' Degree in Learning Disabilities or relevant field of study and at least ten years relevant experience may be considered.

Closing date: 25th January 2017

HUMAN RESOURCE COORDINATOR
PS 32-34 \$99,048 - \$105,765
Health
Job Number: DHR01166 (220498)

The Human Resource Coordinator works under the general supervision of the Administrator in the Administration Section of the Department of Health. This post is accountable for the provision of professional human resource services to the managers and staff of the Department, in the areas of employee and industrial relations, employment services, recruitment and selection, and training and development in accordance with the relevant legislation and established policies and procedures.

Applicants must possess a Master's Degree or equivalent in Human Resource Management or relevant field of study. A minimum of three years' relevant Human Resource experience is required.

In lieu of a Master's Degree in Human Resource Management or related discipline, consideration may be given to applicants who possess a minimum of at least a Bachelor's Degree in Human Resources or relevant field of study and six years relevant Human Resource experience or six years' relevant HR experience and one of the following Human Resource 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 7 Intermediate Qualification - Intermediate Certificate from the Chartered Institute of Personnel and Development (CIPD), Senior Professional in Human Resources (SPHR) Designation or Senior Professional in Human Resources International (SPHRi) Designation from the Human Resource Certification Institute (HRCI), Society for Human Resource Management – Senior Certified Professional (SHRM-SCP).

Closing date: 1st February 2017

Non-Ministry

SENIOR AUDITOR
PS 31-33 \$95,503 - \$102,055
Internal Audit
Job Number: DHR01161 (920011/12/13)

The Senior Auditor reports directly to the Internal Audit Managers and is accountable for performing difficult to complex level professional audits and reviews/investigations in accordance with relevant Government legislation and departmental policies and procedures. The post-holder will ensure that they are delivered in a timely manner as outlined by the Internal Audit Manager. The post-holder will carry out functions related to reporting, monitoring and evaluation associated with the audits reviews/investigations to assist the department in accomplishing its vision, mandate and output measures. The Senior Auditor supervises Internal and IT Audit Officers who are assigned to assist with audits and for providing an evaluation of their

performance as well as the conclusion of each assignment for distribution to the Internal Audit and IT Audit Managers.

Applicants must possess a Bachelor's degree from an accredited college or university in Accounting, Auditing, Business Administration, Finance, Public Administration or a related field. The post-holder must hold a professional certification such as CIA (Certified Internal Auditor), CPA (Certified Public Accountant), CPA (Chartered Professional Accountant), CFE (Certified Fund Examiner), CISA (Certified Information System Auditor), CISSP (Certified Information Systems Security Professional), CISM (Certified Information Security Manager). A minimum of three years full-time experience in auditing, accounting, business analysis, or program evaluation, including at least one year's supervisor or project management experience. The post-holder must be current with the CPE (Continuing Professional Education).

Closing date: 25th January 2017

INTERNAL AUDIT MANAGER
PS 35-37 \$109,429 – \$117,690
Internal Audit
Job Number: DHR01162 (920005)

The Internal Audit Manager works under the general direction of the Assistant Director and the Director and will be accountable for ensuring that high-quality audits, reviews and investigations are conducted in accordance with the relevant Government and departmental policies and procedures. The post-holder ensures that reports containing the results of the 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. The post-holder will also monitor the client departments to ensure that appropriate action is taken with respect to any deficiencies noted in the report.

Applicants must possess a minimum of a Bachelor's degree from an accredited college or university in Accounting, Auditing, Business Administration, Finance, Public Administration or a related field. The post-holder must also 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 System Auditor), CISSP (Certified Information Systems Security Professional), CISM (Certified Information Security Manager). A minimum of five years full-time relevant experience in auditing, accounting, business analysis, or program evaluation, including at least two years supervisory or project management experience is required. The post-holder must be current with their CPE (Continuing Professional Education).

Closing date: 25th January 2017

Ministry of National Security

VETTING COORDINATOR
PS 14-16 \$53,609 - \$57,167
Bermuda Police Service
Job Number: DHR01155 (070760)

The Vetting Coordinator works under the supervision of the Chief Inspector (Intelligence Section of the Drugs and Intelligence Division) and is accountable for the provision of confidential vetting/security check services that are requested internally from the Bermuda Police Service and the Bermuda Government and externally from Institutions requiring such services (i.e. Educational Institutions) and to ensure that accurate results of these checks are disseminated in a timely manner.

Applicants must possess a minimum of a Bermuda School Diploma (BSD) or equivalent and an Associate's Degree in business or equivalent. A minimum of two years recent relevant experience is also required.

Closing date: 25th January 2017

CLINICAL COORDINATOR
National Drug Control
PS 32-34 \$99,048 - \$105,765
Job Number: DHR01112 (880060)

The Clinical Coordinator works under the direction of the Treatment Coordinator and is responsible for ensuring that all phases of the clinical programme are conducted effectively, that staff receives ongoing clinical supervision and development, that the integrity of the programme is monitored, and that the programme is adjusted as appropriate to meet the needs of the clients/persons served. The post-holder assumes overall responsibility for the management and administration of the Women's Residential Treatment facility and the Transitional Residence or the Men's Residential and After Care services in the absence of the Treatment Coordinator.

Applicants must possess a minimum of a Master's Degree in Social Work, Nursing, Counseling or relevant field of study and a minimum of five years relevant experience. In addition the post-holder must be an Internationally Certified Alcohol and other Drug Counselor (ICADC), an Internationally Certified Clinical Supervisor (ICCS) certified with the Bermuda Addiction Certification Board (BACB) or other internationally recognized body, and must be registered or eligible to register to practice as an Addiction Counselor with the Council for Allied Health professionals (CAHP) in Bermuda. Current certifications in CPR/First Aide and Non-Violent Crisis Intervention Techniques (NCI) or its equivalent are also required.

In lieu of a Master's Degree in Social Work, Nursing, Counseling or relevant field of study, applicants who possess a Bachelors' Degree in Social Work, Nursing, Counseling or relevant field of study and have at least ten years' relevant experience in substance abuse treatment along with all the other required qualifications outlined in the paragraph above may be considered. Current certification in CPR/First Aide and Non-Violent Crisis Intervention Techniques (NCI) or its equivalent are required, however, applicants without such certifications will be considered but must obtain these certifications within the first six months of employment.

Closing date: 1st February 2017

STATION DUTY OFFICER
PS 13-15 \$51,984 - \$55,409
Bermuda Police Service
Job Number: DHR01163 (070641/642/649/653/750/752)

The Station Duty Officer works under the supervision of the Inspector in Charge and is expected to perform reception and telephone duties for the Central Police Station in Hamilton. They will also answer general enquiries from the public as well as specific enquiries in respect to lost and found property. The post-holder also undertakes duties in respect to individuals on Police bail or in Police custody and warrants and maintains the Station records.

Applicants must possess a minimum of a Bermuda School Diploma (BSD) or equivalent as well as one year's post-secondary training in office and clerical procedures, or equivalent. A minimum of one years' experience with similar responsibilities is required.

The post-holder must be capable of operating in a computerized environment and will be responsible for handling a wide range of enquiries and problems. The post-holder must possess high level interpersonal skills and be capable of dealing with all members of the Public in a patient and sympathetic manner. The post-holder will be required to work on a shift system to provide 24-hour coverage throughout the day.

Closing date: 1st February 2017

Ministry of Education

EDUCATION OFFICER, MATHEMATICS
PS 33-35 \$102,055 - \$109,429
Education
Job Number: DHR01164 (170914)

The Education Officer, Mathematics works under the direction of the Director, Educational Standards and Accountability to design, develop and implement subjects/curricula across all phases A-D (preschool to senior school) in the education system and to conduct research on curriculum and instructional issues as a means of ensuring that the education system is kept current in all areas of curriculum content, instructional practices and topical research. As well, the Education Officer, in consultation with the Research and Evaluation Section, is responsible for designing, developing, scoring and analyzing system-wide tests based on the local curricula as well as assisting in the analysis of data from standardized commercially produced system-wide assessments. The post-holder also assists school-based personnel in the design, development and use of school-based assessments and participates in the professional development of teachers.

Applicants must possess a Master's Degree or equivalent in the relevant subject area and must have completed coursework in curriculum development and assessment and/or administration. In addition, a minimum of five years teaching experience at a variety of levels including three years administrative experience is required.

Closing date: 1st February 2017

PORTAGE PROGRAMME SUPERVISOR
PS 33-35 \$102,055 - \$109,429
Education
Job Number: DHR01109 (171391)

The Portage Programme Supervisor works under the direction of the Coordinator of the Child Development Programme (CDP). The post-holder will manage, supervise and implement the intervention programme, Portage programme, a home teaching service for developmentally delayed children and their families.

Applicants must have a Master's Degree, or equivalent in Special Education, Child Development, or a related field as well as a minimum of three years post-qualification experience working with children with special needs. Some supervisory experience is preferred.

The post-holder will conduct in-home sessions with families of preschool children who are developmentally delayed and/or physically challenged. The post-holder must provide own transportation and will be reimbursed for mileage.

Closing date: 1st February 2017

Ministry of Public Works

ASSISTANT DIRECTOR, REVALUATION
PS 35-37 \$109,429 - \$117,690
Land Valuation
Job Number: DHR01160 (490002)

The Assistant Director, Revaluation works under the supervision of the Director to manage, administer and maintain an accurate and up-to-date Valuation List for Bermuda that is fair and equitable. The post-holder is also responsible for managing the quinquennial revaluation of residential properties on the Island for land tax purposes. Additionally, the post-holder undertakes financial and human resource management and associated duties, as requested by the Director.

Applicants must possess a Bachelor's Degree in a relevant subject area, and must be a Professional Member of the Royal Institution of Chartered Surveyors (Valuation faculty) or equivalent. A minimum of five years post qualification experience is required, with experience at a senior level managing a general revaluation using computers in the mass appraisal of properties for land tax purposes. The post-holder must be registered or eligible for registration as a Surveyor in Bermuda, as required under the Professional Surveyors Registration Act 1997 and must obtain a valid Bermuda driver's licence upon employment.

Closing Date: 1st February 2017