



GOVERNMENT OF BERMUDA

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For more information, please contact the Department of Human Resources at 441-279-2820 or [hr@gov.bm](mailto: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 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**

### ESTATES SURVEYOR

PS 32-34 \$99,048 - \$105,765

Public, Lands and Buildings

Job Number: DHR01148 (811609/1640)

The Estates Surveyor works under the general direction of the Senior Estates Surveyor, providing a comprehensive property management service for an assigned property portfolio. Duties include market analysis, valuations, lease renewals, rent reviews, acquisitions, disposals and property management.

Applicants must possess a Bachelor's Degree in Estates Management or equivalent, and be a Member of the Royal Institution of Chartered Surveyors (Valuation or Commercial Property Faculty) and be qualified for registration as a Professional Surveyor in Bermuda. A minimum of three years' post qualification (MRICS) experience in estates management and valuation is required. Computer literacy and familiarity with property orientated IT systems is essential.

**Closing date: 8th February 2017**

## The Cabinet Office

### MANAGEMENT CONSULTANT

PS 36-38 \$113,480 - \$122,064

Cabinet Office

Job Number: DHR01170 (090066)

The Management Consultant works under the direction of the Senior Management Consultant as an Internal Consultant to Government Ministries, Departments and Agencies to provide a broad range of consulting and regulatory services. The post is responsible for assisting management to maximize their performance by providing analysis of existing business problems and development of implementable solutions for improvement.

Applicant must possess a Master's degree or equivalent qualification in Business or Management Science or Public Administration, with a minimum of five years' relevant experience in a consultancy role or similar function within the public or private sector.

The post-holder must demonstrate the ability to analyze and make evidence based recommendations to generate relevant solutions that will assist clients with meeting their strategic and/or operational challenges in the changing political, economic and legislative environments in which they operate. The post-holder will perform a critical role in the assessment of resource allocation and organizational structures for Government Ministries, Departments and Agencies.

**Closing date: 8th February 2017**

## Ministry of Health and Seniors

### 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**

## Ministry of National Security

### 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**