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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 Public Works

CHIEF FINANCIAL OFFICER
Public Works HQ
PS 42 \$144,319
Job Number: DHR01210 (360002)

The Chief Financial Officer works under the general and policy direction of the Permanent Secretary, to manage and oversee the daily operations of the Finance and Administration section of the Ministry Headquarters, which include accounting, budgeting, purchasing and inventory management, human resources, computer system and administrative support.

The Chief Financial Officer provides administrative support to the Ministry in his/her role as administrative leader of the Ministry, ensuring that the Ministry is equipped to respond to Ministerial priorities and that the financial administration of the Departments is executed in compliance with the Ministry's mandates. Additionally, the post holder will provide support in implementing and evaluating programmes etc. within the Ministry.

Applicants must be a full member in an internationally recognized professional accounting body with specialization in cost management, capital projects, budgeting and management accounting and should possess a minimum of ten years post qualification experience in cost and capital accounting and financial analysis in either building, engineering, municipal, or Government sectors or otherwise in an accounting department of a large organization. Must have demonstrated supervisory experience and have been involved in policy formation. An understanding of Human Resource Management would also be an asset.

Knowledge of computer applications especially Financial Information Systems in considered integral to the above experience.

Closing date: 17th May 2017

Ministry of Health and Seniors

MEDICAL LABORATORY TECHNOLOGIST (Under Review)
Health
PS 26-28 \$79,727 - 85,639
Job Number: DHR01223 (220092)

The Medical Laboratory Technologist is accountable for the quality and quantity of analyses performed in the Clinical Laboratory, and the maintenance of instruments/machines used to carry out the tests to ensure safe operations. The post holder provides accurate, timely and cost effective laboratory testing and procedures of client samples to assist Medical Officers in the diagnosis, monitoring, treatment and prevention of disease in compliance with the quality management system. These tests may include, but are not limited to, chemistry, haematology, immunology, and microbiology.

Applicants must have a Bachelor's Degree or equivalent in Medical Laboratory Technology or other relevant field of study (e.g. Clinical or Medical Laboratory Science, Higher National Certificate in Clinical Laboratory Science, etc.). A minimum of three years relevant work experience in a medical laboratory is required. The applicant must be registered or eligible for registration with the Council for Allied Health Professionals.

Closing date: 17th May 2017

HUMAN RESOURCE COORDINATOR
PS 32-34 \$99,048 - \$105,765
Health
Job Number: DHR01230 (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: 24th May 2017

CHIEF ENVIRONMENTAL HEALTH OFFICER
PS 41 \$138,145
Health
Job Number: DHR01223 (220092)

The Chief Environmental Health Officer works under the direction of the Director and is responsible for overall management and administration of the Environmental Health Section, including Environmental Hygiene,

Vector Control and Occupational Safety and Health. The post-holder is accountable for the strategic planning, project management, fiscal, facility and human resources, and staff orientation of the Environmental Health Section. The post-holders oversees the application procedure, revenue collection and other related processes for licensed premises, individuals, organizations, equipment, etc.

Applicants must have a Master's Degree or equivalent in Environmental Health or relevant field of study. Applicants must hold at least a full membership of the Chartered Institute of Environmental Health, or National Environmental Health Association as a Registered Environmental Health Specialist/Registered Sanitarian, or a regular membership with the Canadian Institute of Public Health Inspectors, or proof of registration as an environmental health professional in their jurisdiction, or proof of professional competency certification (e.g. Assessment of Professional Competency – APC). Applicants must possess a minimum of ten years relevant work experience in environmental health including a minimum of five years' experience in a supervisory capacity.

Closing date: 24th May 2017

PHYSIOTHERAPIST
PS 29-31 \$88,805 - \$95,503
Health
Job Number: DHR01231 (220504)

The Physiotherapist works under the direction of the Coordinator and will provide community-based physiotherapy services for pre-school, school-aged children, seniors and physically-challenged persons.

Applicants must possess a Bachelor's Degree in Physiotherapy and registration with the Allied Health Professions Council. A minimum of three years' post qualification experience including working with young children is required.

Closing date: 24th May 2017

DENTAL OFFICER
Health
PS 35-37 \$109,429 - \$117,690
Job Number: DHR01229 (220114)

The Dental Officer works under the direction of the Senior Dental Officer to provide comprehensive dental care, including clinical and preventive services, and dental public health services in the Department's Dental Clinics as well as in external settings which include schools, the operating room, mobile units, special patient residential care facilities and correctional facilities. The post-holder will also perform administrative duties either related to his/her assigned sub program(s) or as directed by the Senior Dental Officer.

Applicants must possess a degree in Dentistry from a school acceptable to the Department of Health and the Bermuda Dental Board. The post-holder must have a minimum of five years' post-qualification experience. Post-graduate training is considered as post-qualification experience.

Closing Date: 31st May 2017

Non-Ministry

ASSISTANT CLERK TO THE LEGISLATURE
Legislature
PS 23-25 \$73,092 - \$77,254
Job Number: DHR01220 (020003)

The Assistant Clerk to the Legislature works under the guidance of the Deputy Clerk to the Legislature. The post holder is accountable for providing specialized work relating to the administration of Parliamentary services within the Legislature. The Assistant Clerk performs administrative, procedural, research and support services and serves as Secretary to Parliamentary Select Committees. The post holder will also assist in planning and coordinating Parliamentary conference and seminars including but not limited to Commonwealth Parliamentary Association (CPA) conferences.

Applicants must possess a minimum of a Bachelor's Degree in Liberal Arts, Political Science, Law, Economics, History or Public Administration or equivalent and a minimum of two (2) years' experience in an administrative capacity.

The post holder is required to work beyond normal office hours as required when the House of Assembly meetings extend late into the night.

Closing date: 17th May 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 position assumes overall responsibility for the management and administration of the Men's Residential and After Care services in the absence of the Treatment Coordinator.

The post-holder 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: 24th May 2017