



GOVERNMENT OF BERMUDA

# GOVERNMENT CAREERS

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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.**

- Upholding the code of conduct and implementing an effective classroom management plan
- Acting as an advisor to students
- Supporting public relation exercises
- Attending meetings and collaborating with colleagues at the site level
- Working to promote team objectives

The ideal candidate will be an accomplished teacher who demonstrates professional knowledge of content, pedagogy, curriculum and classroom management.

Applicants must possess the following:

- Minimum of a Bachelor's degree specifically in Education or a Bachelor's degree in one of the above mentioned content areas together with a teaching certificate.
- Eligibility for registration with the Bermuda Educators Council.
- Copies of all relevant degrees/certificates, transcripts and a Bermuda Educators Council license must be attached.

Applicants must demonstrate that they are trained in teaching at the specific school level for which they are applying. All applicants will also be asked to teach a lesson which reflects standards of exemplary teaching or to submit a DVD or videotape of a recent lesson which has been taught by the applicant. In addition to the above, a copy of a recently signed performance appraisal from their immediate supervisor is required.

**Closing date: 14th June 2017**

## Ministry of Finance

### TAX INSPECTOR

**PS 21-23 \$68,303 - \$73,092**

**Office of the Tax Commissioner**

**Job Number: DHR01246 (380003)**

The Tax Inspector works under the direct supervision of the Senior Tax Auditor, and in accordance with departmental policies and procedures, the Tax Inspector is accountable for ensuring that taxpayers comply with the various tax legislation with respect to registering taxpayers, managing outstanding debts and the timely and accurate filing and e-filing of tax returns. The post-holder also undertakes other tax related functions, including conducting investigations of non-compliance with the legislation, conducting taxpayer education workshops and seminars, supporting the Debt Management Section in preparing files for prosecution in the Courts and promptly handling taxpayers' correspondence and returned mail.

Applicants must possess an Associate Degree in Accounting or Business Administration and have a minimum of two years' relevant experience in an accounting environment. Short-listed applicants may be required to undergo skills assessment.

**Closing date: 14th June 2017**

## Non Ministry

### INTERNAL AUDIT OFFICER

**PS 25-27 \$77,254 - \$82,581**

**Internal Audit**

**Job Number: DHR01073 (920006)**

The Internal Audit Officer performs audit related services and reviews, risk assessments, and investigations in accordance with the Institute of Internal Auditors and relevant Government and departmental policies and procedures which are to be delivered in a timely manner as outlined by the project lead. In addition, the post-holder is responsible for assisting the assigned project lead with monitoring and following up with client departments to ensure that appropriate action is taken with respect to any deficiencies raised in the report. The post-holder is accountable for maintaining independence and objectivity while maintaining productive customer and staff relationships through individual contacts and meetings.

Applicants must have a Bachelor's degree from an accredited college or university in Accounting, Auditing, Business Administration, Finance, Public Administration or related field; together with a minimum of two years' experience in an accounting and/or auditing environment.

Additionally, the post-holder must be willing to work towards the completion of a professional certification such as CIA, CPA, CMA, CISA, CISSP, CISM within three years from the date of appointment. The post-holder must be committed to their goal of attaining a professional designation; therefore he/she must possess discipline, dedication and a high degree of motivation.

The post-holder at times may be required to work outside of normal working hours to get the job done.

This position is available to Bermudians only. Previous applicants need not apply.

**Closing date: 14th June 2017**

## Ministry of Health and Seniors

### 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: 7th June 2017**

## Ministry of Education

### MANAGER, FINANCIAL SERVICES

**PS 33-35 \$102,055 - \$109,429**

**Education**

**Job Number: DHR01242 (171521)**

The Manager, Financial Services works under the general direction of the Financial Comptroller to manage and ensure the provision of comprehensive accounting and administrative services that support the efficient and effective financial operations of the Ministry of Education. The post-holder is responsible for ensuring that accurate and timely information is available for the management and operation of the Finance and Corporate Services section, and that adequate controls are applied in accordance with Financial Instructions, issued by the Accountant General. In addition, the post-holder is responsible for overseeing all personnel administration functions, including staff conduct, time keeping, attendance records, recruitment and appraisals.

Applicants must possess a Bachelor's Degree in Accounting or its equivalent. They must have a minimum of five years' experience of which three years supervisory experience is required. Strong communication, interpersonal and administrative skills are essential and they must be computer literate and have had experience operating a computerized accounting system. Familiarity with JD Edwards and Government accounting would be an asset.

**Closing Date: 7th June 2017**

## TEACHERS

**Art – (Primary) DHR01250**

**Automotive (part-time) – (Senior) DHR01252**

**French – (Middle) DHR01251**

**Music – (Primary) DHR01249**

**Physical Education and Health – (Primary) DHR01248**

**Science (Chemistry) – (Senior) DHR01253**

## STUDENT SERVICES (All Levels)

**Learning Support Teacher (Master's Degree in Special Education) DHR01247**

**P1-P10 \$67,484 - \$96,051**

**Education**

Post-holders are expected to employ research-based instructional and assessment strategies which promote active learning and ensure the academic success of all learners during the next school year, beginning 1st September, 2017.

Specific duties applicable to each position include:

- Using best practice instructional and assessment strategies
- Adhering to unit and lesson plan design for the specific school level