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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 National Security

### SENIOR INTELLIGENCE ANALYST

#### Bermuda Police Service

**PS 30-32 \$92,096.28 - \$99,048.66**

**Job Number: DHR01300 (070673)**

The Senior Intelligence Analyst works under the direction of the Head of the Intelligence Department to act as Head of Profession for Intelligence Analysis functions. This individual will be responsible for the collection, analyzing and dissemination of intelligence to combat serious crime and for the continual professional development of the members of the analysis unit. The post-holder will also be responsible for directing the delivery of quality analytical product by the intelligence analysis unit, including performance analysis and for the general management of analytical staff.

Applicants must possess a Bachelor's Degree or hold an equivalent vocational qualification or management qualification. Applicants must have a minimum of three years of experience in analyzing intelligence in a Police, Military or other Law Enforcement Agency. In addition, the post-holder must have knowledge of English Law (PACE) and/or legislation relating to the laws of Bermuda.

**Closing: 13th September 2017**

### CORRECTIONS OFFICER

**POA 1-5 \$63,946 - \$73,936**

#### Corrections

**Job Number: DHR01321**

The Corrections Officer works under the supervision of the Divisional Officer. The post-holder is responsible for supervising, controlling and assisting inmates during all activities, including escorts and visits as per the legislation, policies and procedures that govern the Department of Corrections. Successful applicants must be able to perform all of the duties normally required in predominantly male facilities.

A minimum of the Bermuda School Diploma (BSD) or an equivalent is required. All copies of qualifications and certificates must be electronically attached. Failure to attach all relevant documentation by the application deadline will render applications incomplete and will not be processed further.

Successful applicants must pass extensive and rigorous examinations inclusive of enhanced security vetting; medical; drug screening; physical fitness; and assessment testing. Upon request, candidates will be required to provide (at applicant's own expense) in writing, proof of dental and eye fitness.

N.B. Applicants should be aware that the age of compulsory retirement is fifty-five years as per the Public Service Superannuation Act 1981 [Section 22 (1)].

Candidate information packages must be collected from Corrections Headquarters (located on the upper floor of the Clocktower Mall in the Royal Naval Dockyard).

**Closing date: 20th September 2017**

## Non-Ministry

### INTERNAL AUDIT MANAGER

**PS 35-37 \$109,429 - \$117,690**

#### Internal Audit

**Job Number: DHR01245 (920004)**

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.

The post-holder 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: 13th September 2017**

## The Cabinet Office

### ASSISTANT DIRECTOR, COMMUNICATIONS

**PS35-37 \$109,429 - \$117,690**

#### Communications

**Job number: DHR01324 (510014)**

The Assistant Director, Communications works under the direction of the Director and is responsible for the management of the Communications section to provide effective and efficient strategic communications services to ministries, departments and the public. The post-holder will generate awareness of government's decisions, policies and services through the use of communications platforms. Additionally, the post-holder will develop the seamless integration of communications strategies for client Ministries/Departments by working closely with senior management in the Communications department. As a member of the senior management team the post-holder assists in the creation and implementation of the department's strategic plans.

Applicants must possess a Bachelor's degree in Communications, Journalism, or related field and have a minimum of five years' relevant experience with three of the five years' work experience at a senior level in developing and implementing communications, media relations, policies and procedures, and internal communications strategies.

Consideration will be given to applicants who do not meet the minimum educational requirements but possess an Associate's Degree in Communications, Journalism or a related field and has at least ten years' direct work experience with eight of the ten years working at a senior level in Communications, Marketing, or a related field.

**Closing Date: 20th September, 2017**

### KNOWLEDGE MANAGER

**PS 24-26 \$74,808 - \$79,727**

#### Cabinet Office HQ

**Job number: DHR01325 (090071)**

The Knowledge Manager works under the direction of the Senior Management Consultant and is accountable for developing, monitoring and maintaining the Management Consulting Section's (MCS) environment for information (hard and soft) storage, organization and dissemination; setting of quality standards, classification and practices for information storage, use and retrieval. The post-holder ensures information is readily available via MCS electronic databases. In addition, the post-holder is responsible for the quality control and maintenance of knowledge products and ensuring MCS's library periodicals are maintained and up to date.

Applicants must possess a Bachelors Degree in Business Administration, Knowledge Management, Information Sciences or a related field. A minimum of two years' experience is required with proficiency in analyzing and organizing diverse types of information and data. Must be able to translate these into clear, concise text and graphics and have experience in managing information and creating databases. Administrative experience as well as experience working with financial/accounting systems is also required.

**Closing Date: 20th September 2017**

## Ministry of Education

### HELP DESK ADMINISTRATOR

**PS 16-18 \$57,167 - \$61,278**

#### Education

**Job Number: DHR01311 (171677)**

The Help Desk Administrator works under the direction of the Manager, IT Support to provide first level help desk support services to all schools and administrative sites with the responsibility for the operation and maintenance of the Help Desk System along with network administration of various applications within the Department of Education. The post-holder will respond to incoming incident requests for user access administration and provide backup support for the IT team by managing incoming incident and technical client requests via phone and/or e-mail in a timely and efficient manner.

Applicants must have an Associate's Degree in Information Technology or related subject and have one year's experience as a computer operator, helpdesk operator, or PC desktop installer. Applicants should also have experience with device configuration and/or use of personal computer software (Windows, Microsoft Office). In lieu of possessing an Associate's Degree in IT, consideration will be given to applicants who possess at least two current professional technical qualifications in the IT field. Further consideration may be given to applicants who do not meet the educational requirement but possess at least two years' experience in a similar role in a multifaceted and demanding environment. In addition, the post-holder must have their own transportation.

**Closing Date: 20th September, 2017**