



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.**

## The Cabinet Office

### COMMUNICATIONS OFFICER

PS 28-30 \$85,693 - \$92,096

Communications

Job number: DHR01333 (510015/16)

The Communications Officer works under the direction of the Assistant Director, Communications and is responsible for providing services to assigned client ministries and departments on their communications strategies and plans. The post-holder creates strategic communications plans which identifies objectives, defines communications channels for target markets, determines a budget and implements actions to share Government's decisions, initiatives, services and programmes. The post-holder works closely with Ministers, Permanent Secretaries and Heads of Departments to decide on the Ministry's/Department's long and short term communications strategies.

Applicants must possess a Bachelor's Degree in Communications, Journalism, or related field and have a minimum of three years' experience working in a dynamic communications, marketing, journalism or a similar environment.

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 six years' direct work experience in a dynamic communications, marketing, journalism or a similar environment.

**Closing Date: 27th September 2017**

### INTERNAL COMMUNICATIONS OFFICER

PS 28-30 \$85,693 - \$92,096

Communications

Job number: DHR01334 (510003)

The Internal Communications Officer works under the direction of the Assistant Director, Communications and is responsible for providing guidance, support and advice on internal communications strategies for Ministries and Departments. The post-holder creates strategic internal communications plans which identifies objectives, defines communications channels for public officers and implements actions to share Government's decisions, initiatives, services and programmes. The post-holder works closely with Ministers, Permanent Secretaries and Heads of Departments to decide on the Ministry's/Department's long and short term internal communications strategies.

Applicants must possess a Bachelor's Degree in Communications, Marketing, Journalism, Human Resources or related field and have a minimum of three years' experience working in a dynamic communications, marketing, human resources, journalism or a similar environment.

Consideration will be given to applicants who do not meet the minimum educational requirements but possess an Associate's Degree in Communications, Marketing, Journalism, Human Resources or a related field and has at least six years' direct work experience in a dynamic communications, marketing, journalism, human resources or a similar environment.

**Closing Date: 27th September 2017**

### APPLICATIONS ANALYST

PS 27-29 \$82,581 - \$88,805

Bermuda Post Office

Job Number DHR01306 (130086)

The Applications Analyst works under the guidance and direction of the Information Technology Manager and is accountable for the provision of application (software) analysis, maintenance and support services to the department's internal and external users of the business and operational systems.

Applicants must possess a Bachelor's Degree in Information Technology, Computer Science or a similar discipline. In addition, the post-holder should have three years of experience working in a software-based support environment, which includes performing analysis, implementation, maintenance, support and configuration of applications in a rapid-paced environment.

Consideration may be given to applicants who do not possess the relevant Bachelor's Degree but possess four years relevant experience and one of the following qualifications or professional equivalents: Microsoft Certified Professional (MCP), Certificate in IT Infrastructure Library Management – Software Asset Management Essentials (CSAM) or IAITAM Certified Software Asset Manager.

**Closing date: 4th October 2017**

## Ministry of Transport and Regulatory Affairs

### DIRECTOR

PS 44 \$157,497

Public Transportation

Job number: DHR01336 (350001)

The Director works under the general direction of the Ministry's Permanent Secretary. The post-holder will be accountable for the management, operation, financial compliance and strategic direction of the Department in accordance with the Public Transportation Act 1951, other relevant legislation, and the Department's policies and procedures. The post-holder will also be responsible for resource planning, management, administration, policy development, employee growth and empowerment and business planning for the Department.

The post requires the minimum of ten years' experience in the transportation industry, inclusive of five year's management experience at the executive level within the public transportation industry. The post-holder must also possess a Master's Degree in Transportation, Business Administration or an applicable degree specific to the transportation or business industry.

Consideration will be given to persons who do not possess the educational requires, but possess a minimum of a Bachelor's Degree with twenty years industry experience inclusive of ten years management experience at the executive level within the public transportation industry.

**Closing Date: 4th October 2017**

## Ministry of Health

### ENVIRONMENTAL HEALTH OFFICER

PS 30-32 \$92,096 - \$99,048

Health

Job Number: DHR01330 (220120/125/ 126)

The Environmental Health Officer works under the direction of the Senior Environmental Health Officer performing environmental health duties to ensure that acceptable standards are maintained to safeguard the health and welfare of the people of Bermuda, guest workers and visitors to prevent pollution and degradation of the environment in accordance with the relevant legislation. The post-holder must use initiative and discretion in the field and act to protect public health and safety especially where there is an imminent risk of harm.

Applicants must have a Bachelor's degree or equivalent (i.e. Graduate Diploma) in Environmental Health or relevant field of study, two years relevant experience in environmental health and must hold one of the following: Chartered Institute of Environmental Health: Full Membership; National Environmental Health Association: Registered Environmental Health Specialist/Registered Sanitarian; Canadian Institute of Public Health Inspectors: Regular Membership; Proof of registration as an environmental health professional in their jurisdiction; or Proof of professional competency certification e.g. Assessment of Professional Competency (APC).

**Closing date: 4th October 2017**

### DENTAL HYGIENIST

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

Health

Job Number: DHR01329 (220101/485)

The Dental Hygienist works under the director of the Senior Dental Officer and is accountable for the direct provision of oral health treatment and education of children and youth; seniors; prisoners; and special patients. The post also delivers oral health promotion and education. The post-holder has limited autonomy and is responsible for intermediate decisions within the Oral Health Section. At the prescription of a dentist, the post coordinates and provides direct care to clients.

Applicants must possess an Associate's Degree or equivalent in Dental Hygiene from an accredited dental hygiene programme, must have completed one year of relevant experience, and must be registered or eligible for registration with the Bermuda Dental Board.

**Closing date: 4th October 2017**