



GOVERNMENT OF BERMUDA

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(Unless otherwise specified)

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 Public Works

### TRADESMAN CLASS 1 (PLUMBER)

Public Lands and Buildings

\$1,138.63 per 37.50 hours/week

Job Number: DHR01358 (810273/1087/2116)

The Tradesman Class 1 (Plumber) works under the direction of the Depot/Supervisory/Working Craft Foremen. The post-holder must be able to work with minimal supervision any task associated with the construction, maintenance and repair of buildings as it relates to plumbing at a Class 1 level. The post-holder will carry out any works associated with the installation, operation, maintenance and repair of water and waste disposal systems on small domestic premises.

Applicants must hold a relevant National Training Board Certification for Plumbing. Completion of an appropriate apprenticeship in a construction related trade or equivalent is also required. In addition applicants must have a minimum of two years' experience as a Class 2 Plumber or otherwise through practical experience and/or training appropriate to the duties and responsibilities of the post. An understanding of the basic requirements of the Health and Safety at Work Act is an asset. In addition he/she should understand the terminology associated with tools, equipment and building construction as it relates to plumbing.

**Closing date: 8th November 2017**

### LAND TITLE LEGAL OFFICER

Land Title and Registration

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

Job Number: DHR01352 (970009)

The Land Title Legal Officer works under the direction of the Land Registrar and is accountable for the provision of expert legal services and technical advice for the Land Title and Registration Office including; legal opinions related to specific cases and complaints made against the Land Title and Registration Office decisions as well as providing both internal and external advice on Land Registration Law and Procedure. The post-holder is also accountable for the effective representation of the Land Title and Registration Office before the Land Tribunal and the Supreme Court.

Applicants must have a Bachelor's degree in law (LLB) or equivalent, be a qualified lawyer or equivalent, and be qualified for registration to practice law in Bermuda. A minimum of five years relevant post qualification experience (to practice as a lawyer) is required.

**Closing date: 8th November 2017**

### SUPERINTENDENT WATER TREATMENT

Works and Engineering

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

Job Number: DHR01322 (821695)

The Superintendent Water Treatment works under the direction of Operations Engineer, to manage the operation and maintenance of the Government owned public water treatment facilities, this includes the management of contracts in respect to the above. The post-holder has direct and indirect labour supervision including functional and line control of Ministry of Public Works labour (up to eight industrials) and private contractors engaged in engineering works.

Applicants must have an Associate Degree/Higher National Certificate or equivalent in an Engineering related field and hold an Institute of Supervisory Management Certificate, or equivalent. The post-holder must have knowledge and level of competency commonly associated with completion of five years of specialized training in Reverse Osmosis Water treatment and ancillary systems, experience sufficient to thoroughly understand the work of subordinate positions, and to be able to answer questions and resolve problems.

First Aid and CPR/AED certification is preferred. Class III Water Treatment Plant Operator Certification issued by the Association of Boards of Certification (ABC) or equivalent would be advantageous. In addition, the post-holder will be required to work outside of normal working hours as required.

**Closing date: 8th November 2017**

## Ministry of Health

### RECORDS CLERK

Health

PS 11 - 13 \$49,160 - \$51,984

Job Number: DHR01200 (220056)

The Records Clerk works under the direction of the Nursing Supervisor to provide clerical and receptionist duties for the Child Health and Communicable Disease programmes, and assigned clinics.

The post-holder must have successfully completed the Bermuda School Diploma (BSD), or equivalent, together with a general secretarial course and must have six months experience. The post-holder should have the ability to understand medical terminology and to communicate with internal and external clients.

Consideration may be given to applicants who have not completed a general secretarial course, but possess one year's relevant experience in an office environment.

**Closing: 8th November 2017**

### DENTAL ASSISTANT

Health

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

Job Number: DHR01370 (220103)

The Dental Assistant works under the supervision of a Dental Officer to perform clinical and preventive services in the dental clinics, including all phases of general dental practice, classroom oral health presentations, oral health surveillance, distribution of fluoride and associated duties. The post holder also performs reception, administrative and data entry duties.

Applicants must have successfully completed the Bermuda School Diploma (BSD) or equivalent and formal training and certification as a dental assistant, dental nurse, registered dental nurse or equivalent. A minimum of one year's of experience following qualification is required.

**Closing date: 8th November 2017**

## Ministry of Finance

### TAX COMMISSIONER

Office of the Tax Commissioner

PS 44 \$157,497

Job Number: DHR01366 (380005)

The Tax Commissioner Under works under the direct supervision of the Financial Secretary and is responsible for developing and implementing policies and procedures for the collection of taxes under the authority of the various Taxes Acts. The post-holder has overall responsibility for strategic planning, resource management, systems development and control, taxpayers' assistance and advice, objections and appeals. The post-holder also provides expert advice, analysis and reports to the Financial Secretary as required.

Applicants must possess a post-graduate degree in business, economics or law and/or an internationally recognized professional accounting designation, together with formal senior management training. Additionally, a minimum of ten years relevant post-qualification experience in a senior financial management position in the public service or a large organization in the private sector is required.

Short-listed applicants may be required to undergo a skills assessment.

**Closing date: 8th November 2017**

### ASSISTANT TAX COMMISSIONER – STAMP DUTY

Office of the Tax Commissioner

PS 38 - 40 \$122,064 - \$132,248

Job Number: DHR01367 (380024)

The Assistant Tax Commissioner works under the direct supervision of the Tax Commissioner and is responsible for the administration and collection of stamp duties under the Stamp Duties Act 1976. The post-holder provides direction to the Tax Commissioner in respect of the amendments to the Stamp Duties Act 1976 in order to protect and enhance the collection of stamp duties. The post-holder is also required to develop and maintain Statements of Practice for guidance of members of the legal and banking profession, other Government Departments and the general public in respect of Stamp Duties. In addition, the post-holder provides legal direction in respect of all legislation that falls under the purview of the Tax Commissioner and is required to liaise directly with the Attorney-General's Chambers.

Applicants must possess a professional legal designation (LLB) or be qualified to practice law in a Commonwealth jurisdiction. Additionally, a minimum of five years relevant post-qualification experience at a senior management level, preferably in a government, legal or banking environment. Supervisory experience is required.

Short-listed applicants may be required to undergo a skills assessment.

**Closing date: 8th November 2017**

## The Cabinet Office

### TEMPOARY ADDITIONAL HUMAN RESOURCE OFFICER

(Fix-Term Contract)

Human Resources

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

Job Number: DHR01369 (260191A)

The Human Resource Officer works under the direction of the Human Resource Manager and is accountable for performing Human Resource related duties at the generalist level and may carry out human resources generalist responsibilities in some or all of the following areas for a portfolio of Ministries/Departments. The Human Resource Officer will work as part of a HR unit. The post-holder must be able and willing to work in any HR area/unit or activity that may be assigned as is expected to actively engage in activities that support the strategic direction of department, modeling industry best-practice at all times.

The post-holder must possess a Bachelor's Degree or equivalent in Human Resource Management or related discipline. A minimum of two years' relevant experience is also required. In lieu of a Bachelor's Degree or equivalent in Human Resource Management or related discipline, consideration will be given to applicants who possess a minimum of at least four years' relevant human resources generalist experience.

**Closing date: 8th November 2017**