



GOVERNMENT OF BERMUDA

GOVERNMENT CAREERS

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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

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 (MASON)
Works and Engineering
\$1,138.63 per 37.50 hours/week
Job Number: DHR01362 (820342)**

The Tradesman Class 1 (Mason) 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 masonry at a Class 1 level. The post-holder will carry out any works associated with minor capital operations, maintenance and repair of masonry and concrete structures.

Applicants must hold a relevant National Training Board Certification for Masonry. 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 Mason 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 masonry.

Closing date: 15th November 2017

The Cabinet Office

**RELIEF DELIVERY POSTPERSON
Bermuda Post Office
\$1053.89 per week
Job Number DHR01347 (130169/0252)**

The Relief Delivery Postperson works under the supervision of the Sub-Post Office Postmaster/Postmistress and/or the Delivery Chief Area Postperson and is responsible for effectively and efficiently sort and deliver mail to residences and/or business establishment. The post-holder will learn multiple routes to allow for rotation of routes.

Applicants must possess the Bermuda School Diploma (BSD) or equivalent and a valid driver’s license for a minimum of a 150cc motorcycle along with a good driving record. Although no previous work related experience is required, the successful applicant must be a team player who has good communications and customer service skills, able to follow instructions, retain information, prioritize and complete duties in a timely manner.

The post-holder is assigned a motorcycle and is expected to operate the motorcycle in all kinds of weather and traffic conditions. The post-holder will also carry out from time to time additional job related duties that will assist in the successful operation of the Bermuda Post Office.

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

Closing date: 15th November 2017

Ministry of Transport and Regulatory Affairs

**CHIEF MARITIME OPERATIONS CONTROLLER
Marine & Ports Services
PS 32-34 \$99,048 - \$105,765
Job Number: DHR01368 (300007)**

The Chief Maritime Operations Controller works under the direction of the Coordinator of Maritime Safety & Security and is responsible for the overall management of the 24 hour Bermuda Maritime Operations Centre and operations relating to Maritime Search and Rescue, Security, Port and GMDSS functions.

Applicants must possess a merchant marine Maritime Radio Communications General Certificate (MRGC) or Electro-Technical Officer Training with Radio and Radar modules or a Class IV Watch keeping Certificate with Coast Radio Station GMDSS Communication training certification to a Commonwealth standard. In addition, the post holder must also possess an IALA V-103 Vessel Traffic Surveillance (VTS) Certification (or equivalent) and have successfully completed a recognized Maritime Search and Rescue Planning course and have also successfully completed a TRANSEC UK ISPS Port Facility Security Officer (PFSO) training course. This post requires a minimum of five (5) years’ experience in marine communications, traffic services and SAR case management, with two (2) years’ experience in a senior management position and at

least three (3) years’ experience at the Bermuda Maritime Operations Centre.

Management of the Bermuda 406 MHz Beacon program and SSAS and LRIT systems supporting Bermuda vessels and aircraft operating worldwide is expected, as is taking the lead on local and overseas recruitment efforts, along with occasional watch keeping duties as the exigencies of the service requires due to short staffing and/or unexpected illness.

Closing date: 15th November 2017

**HUMAN RESOURCE MANAGER
Public Transportation
PS 33-35 \$102,055 - \$109,429
Job Number: DHR1364 (350293)**

The Human Resource Manager works under the direction of the Director and is responsible for aligning business objectives with employees and management in the Department. The post-holder will serve as a consultant to management on human resources related issues and act as an employee champion and change agent. This will include assessing and anticipating human resources related needs and communicating needs proactively to the Director and the senior management team.

Applicants must possess a Master's Degree or equivalent in Human Resources Management, Business Administration or related field. A minimum of five years’ experience in Human Resources with exposure working in a unionized environment is also required. Such experience must include experience advising senior level management on human resources policies, practices and managing resources.

In lieu of meeting the full requirements, consideration may be given to applicants who possess a combination of education and experience which is detailed on the Careers Website.

Closing date: 22nd November 2017

Ministry of Social Development and Sports

**DIRECTOR
Financial Assistance
PS44 \$157,497
Job Number: DHR01376(550015)**

The Director will work under the guidance and administrative direction of the Permanent Secretary and is accountable for managing and administering the Government’s Financial Assistance Programme in accordance with the Financial Assistance Act 2001 and the Financial Assistance Regulations 2004 aimed at ensuring the provision of financial assistance to residents of Bermuda to enable them to maintain a quality of life with dignity and pride. The post-holder will also be responsible for administering the Child Day Care Allowance Act 2008 and Child Day Care Allowance Regulations 2008. In this regard, the Director is responsible for managing and administering the operations of the Department of Financial Assistance, including the programme planning, financial, personnel and administrative functions. The post-holder is also responsible for reviewing and developing policy and monitoring and evaluating financial assistance programmes and services.

Applicants must possess a Master’s Degree or equivalent in a Human Behavior/Social Science field or related field and a minimum of ten years post-qualification experience including a mix of senior management experience in the human/social service field together with proven managerial experience in the delivery of social or financial assistance programmes. An assessment may be administered to short-listed applicants.

Closing date: 22nd November 2017

The Cabinet Office

**HOUSEKEEPER/COOK
“CLIFTON”
\$35.00 per hour**

The Housekeeper/Cook works under the supervision of the Chief of Protocol, to ensure that all housekeeping requirements at Clifton are maintained to the highest standard. The post-holder will be responsible for the day-to-day management of the domestic chores and related duties to ensure the cleanliness of Clifton at all times. In addition the post-holder will cook daily dinner and lunch if required.

Applicants should possess a Bermuda School Diploma (BSD) or equivalent and a minimum of five years’ previous experience in a similar position.

The successful applicant, who will be appointed in accordance with Section 6A of the Premier and Opposition Leader Personal Staffs Act 1983, which states that a personal staff shall cease to exist as soon as the Premier leaves that office. In addition, the successful applicant is expected to work a minimum of 37 ½ hours per week, must be well organized, be polite and professional in demeanor and appearance at all times. It is essential that the post-holder be able to work with minimal supervision and on their own initiative. A valid driver’s licence is also required.

Written applications must be received by the Chief of Protocol, Cabinet Office, 105 Front Street, Hamilton HM 12 on or before Wednesday, 15th November 2017.