



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 Legal Affairs

### PROBATE ADMINISTRATIVE ASSISTANT

Judicial

PS 13-15 \$51,984 - \$55,409

Job Number: DHR01338 (030095)

The Probate Administrative Assistant works under the general supervision of the Manager (Supreme Court) and in accordance with established departmental policies, procedures and relevant legislation, the post is accountable for delivering effective and efficient administrative, secretarial and clerical support to the Probates Department in the processing of probate applications from inception to completion, including but not limited to review of applications for compliance, preparation of correspondence, grants of probate, letters of administration, stamp duty certificates, stamp duty receivables and producing statistical and financial data for the Probate Department as directed.

Applicants must have successfully completed the Bermuda School Diploma (BSD) or equivalent together with completion of at least one level of the ILEX program or an equivalent qualification, together with a minimum of two years' relevant experience, undertaking administrative and secretarial support duties with minimum supervision in a similar environment with demonstrated ability of using initiative, following set guidelines with regular communications as to task status. In lieu of the completion of at least one level of the ILEX program or an equivalent qualification, consideration may be given to persons who possess at least four years' relevant experience as stated. Shortlisted applicants may be required to undergo a skills assessment.

**Closing Date: 6th December 2017**

### LISTING OFFICER

Judicial

PS 14-16 \$53,609 - \$57,167

Job Number: DHR01377 (030097)

The Listing Officer works under the general supervision of the Registrar/Taxing Master and in accordance with established departmental policies, procedures. The post is responsible for carrying out the listing instructions as directed by the Registrar; for providing secretarial and clerical support and for undertaking other associated duties as directed by the Registrar/Taxing Master.

Applicants must have successfully completed the Bermuda School Diploma (BSD) or equivalent together with completion of a secretarial program of at least one year's duration from a recognized institution a minimum of two years' relevant experience, undertaking secretarial and clerical support duties with limited supervision in a similar work environment. Additionally, who possess the following may be considered for the post in lieu of completion of a secretarial program of at least one year's duration from a recognized institution: At least four years' experience undertaking secretarial and clerical support duties in a legal, court or similar environment.

**Closing Date: 6th December 2017**

## Ministry of Home Affairs

### LABORATORY TECHNICIAN-PLANT LAB

Environment and Natural Resources

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

Job Number: DHR01392 (790097)

The Laboratory Technician-Plant Lab works under the guidance of the Plant Protection Officer and is accountable for the processing and maintenance of all records pertaining to the Plant Protection Laboratory. This post is also accountable for the inspection of imported and exported plant material and upkeep of the laboratory equipment. This post is responsible for dissemination of laboratory related information to the public as instructed and performs associated duties as required.

The post-holder must possess a minimum of a Bachelor of Science Degree in Biology or related Environmental Sciences. A minimum of two years' relevant experience is also required. The post-holder must possess a Class 3 Driver's Licence - private car/light van.

**Closing date: 6th December 2017**