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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 Finance

BENEFITS ADMINISTRATOR

Accountant General's Department

PS 17-19 \$60,582 - \$65,123

Job Number: DHR01404 (110080)

The Benefits Administrator works under the supervision of the Benefits Supervisor in accordance with the established policies, procedures, Financial Instructions, the Public Service Superannuation Act 1981 and the Public Treasury (Administration & Payments) Act 1969. The post-holder is accountable for performing benefits administration duties to ensure full adherence to the provisions of the relevant legislation. The post-holder also undertakes associated duties, as required.

Applicants must possess an Associate Degree in Accounting, Finance, Business Administration or an equivalent discipline and a minimum of two years of relevant experience in benefits administration. Additionally, applicants who possess the following may also be considered for the post in lieu of the required Associates Degree or an equivalent discipline: a minimum of four years of relevant experience in benefits administration. Shortlisted applicants may be required to undergo a skills assessment.

Closing date: 17th January 2018

COMPLIANCE AND DISBURSEMENT ADMINISTRATOR

Accountant General's Department

PS 19-21 \$65,123 - \$70,010

Job Number: DHR01403 (110018)

The Compliance and Disbursement Administrator works under the supervision of the Manager - Compliance and Disbursement in accordance with the established policies, procedures, Financial Instructions and the Public Treasury Act 1969. The Compliance and Disbursement Administrator is accountable for performing compliance duties to ensure full adherence to Financial Instructions. The post-holder is also accountable for the disbursement of local and foreign payments undertakes associated duties, as required.

Applicants must possess an Associate Degree in Accounting, Business Administration, Business Management, Finance or equivalent discipline and have a minimum of two years of relevant experience in a payments environment, which should include cheque preparation and printing, Electronic Fund Transfer (EFT), International Wire Transfers Automated Clearing House (ACH) and Internal Controls. Additionally, applicants who possess the following may also be considered for the post in lieu of the required Associates Degree or an equivalent discipline: Four years of relevant experience in a payments environment, that should include cheque preparation and printing, Electronic funds Transfer (EFT), International Wire Transfer, Automated Clearing House (ACH) and Internal Controls. Short listed applicants may be required to undergo a skills assessment.

Closing date: 17th January 2018

Ministry of Education

PRINCIPAL – PRIMARY SCHOOL

ASP 2 \$122,137

Job Number: DHR01451 (170073)

PRINCIPAL – MIDDLE SCHOOL

ASP 3 \$127,505

Education

Job Number: DHR01449 (170084)

The Principal works under the direction of the Director of Educational Standards and Accountability and will be responsible for the overall management and administration of a Primary/Middle Schools in accordance with the current Education Act, the Education Rules and ministerial policies and procedures. The post-holder will ensure the implementation of quality educational programmes and services to students, the effective management of financial resources and facilities and that appropriate relations and communications are maintained with parents, businesses and the general public to articulate the programmes, purpose etc. of the School.

Applicants must be a qualified teacher with a Master's Degree in Education Administration or a closely related area of study and must possess a minimum of ten years teaching experience for the post with at least three years' experience in a senior administrative position. All applicants must be registered with the Bermuda Educators Council.

Closing date: 17th January 2018

TEACHERS

Primary School Level:

Art – DHR01444

Classroom Teachers – DHR01448

Music – DHR01447

Physical Education and Health – DHR01446

Reading (Master's Degree in Reading) – DHR1445

Adaptive Physical Education – DHR01443

Middle School Level:

Family Studies – DHR01438

Mathematics – DHR1440

Science (General) – DHR01441

Social Studies – DHR1442

Spanish – DHR1439

Adaptive Physical Education – DHR01443

Senior School Level:

Automotive (part-time) – DHR01437

Computer Studies – DHR1424

Design and Technology – DHR001425

English/Language Arts – DHR01426

Family Studies – DHR01427

Foreign Language – DHR01428

Geography – DHR01430

Mathematics – DHR01432

Physical Education and Health – DHR01433

Science (General) – DHR01435

Science (Environment Science) – DHR01434

Science (Physics) – DHR1436

Social Studies – DHR01429

Adaptive Physical Education – DHR01443

All Levels:

Adaptive Physical Education – DHR01443

Learning Support (Master's Degree in Special Education) – (All School Levels) DHR01431

P1-P10 \$67,484 - \$96,051

Education

Post-holders are expected to employ research-based instructional and assessment strategies which promote active learning and ensure the academic success of all learners during the next school year, beginning 1st September, 2018.

Specific duties applicable to each position include:

- Using best practice instructional and assessment strategies
- Adhering to unit and lesson plan design for the specific school level
- Upholding the code of conduct and implementing an effective classroom management plan
- Acting as an advisor to students
- Supporting public relation exercises
- Attending meetings and collaborating with colleagues at the site level
- Working to promote team objectives

The ideal candidate will be an accomplished teacher who demonstrates professional knowledge of content, pedagogy, curriculum and classroom management.

Applicants must possess the following:

- Minimum of a Bachelor's degree specifically in Education or a Bachelor's degree in one of the above mentioned content areas together with a teaching certificate.
- Eligibility for registration with the Bermuda Educators Council.
- Copies of all relevant degrees/certificates, transcripts and a Bermuda Educators Council license must be attached.

Applicants must demonstrate that they are trained in teaching at the specific school level for which they are applying. All applicants will also be asked to teach a lesson which reflects standards of exemplary teaching or to submit a DVD or videotape of a recent lesson which has been taught by the applicant. In addition to the above, a copy of a recently signed performance appraisal from their immediate supervisor is required.

Closing date: 17th January 2018