



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

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

SUPERINTENDENT OF MAINTENANCE AND DEVELOPMENT

Department of Parks
PS 27 - 29 \$84,645 - \$91,025
Job Number: DHR1483 (680008)

Works under the direction of the Senior Superintendent and in accordance with departmental policies and procedures to supervise the implementation of Government landscape programs, to carry out development and maintenance within the parks according to management plans and to clean and maintain the toilet facilities in the Parks for use by residents and visitors. The post holder also coordinates the arboricultural and woodland management activities of the Department. The post holder is accountable for the provision of administrative duties, including the production of timely and accurate reports for senior management's consideration. The post holder is also responsible for the delegated financial and human resource functions.

The post requires the successful completion of the Higher National Diploma in Arboriculture or equivalent in Horticulture and a valid heavy truck licence. A minimum of five (5) years' relevant experience including at least three (3) years supervisory experience is also required.

Closing date: 7th March 2018

SUPERINTENDENT OF HORTICULTURE
Department of Parks
PS 25 - 27 \$79,185- \$84,645
Job Number: DHR1482 (680168)

Works under the direction of the Senior Superintendent in conjunction with the Curator and Park Planning section, and in accordance with department policies, procedures and the park management plan, for the production of sufficient and high quality plant material for use in the Parks, Government Offices, and other properties maintained by the Department. The post holder is responsible for ensuring that the nursery property and facilities are maintained in clean and operable conditions conducive to ideal plant propagation and cultivation. The post holder is accountable for the provision of administrative duties, including the production of timely and accurate reports for senior management's consideration. The post holder is also responsible for the delegated financial and human resource functions.

The post requires the successful completion of the Higher National Diploma or equivalent in Plant Nursery Management, Horticulture or relevant field of study and a valid heavy truck licence. A minimum of five (5) years' relevant experience including at least three (3) years supervisory experience is also required.

Closing date: 7th March 2018

WORKING CRAFT FOREMAN
Works and Engineering
\$1,224.20 per 37.50 hours/week
Job Number: DHR01354 (820193)

The Working Craft Foreman works in the Water Section under the direction of the Superintendent or Depot Foreman with the responsibility of supervising tasks associated with the installation, cleaning, repair and maintenance work performed on the Department's Water Distribution and Sewage collection facilities and their associated equipment.

The post-holder will be involved in the installation, repairs and maintenance of industrial plumbing fixtures and systems and will have the responsibility of prioritizing work schedules to assure continuous compliance with all applicable quality and safety requirements. Using a good understanding of measurement and other related terminology and technology, the post-holder will be expected to make accurate calculations and effectively read blue print documents. In addition, the post-holder is required to have working experience in the operation of heavy equipment and construction tools.

Applicants must possess a minimum of four years' experience in the trades of plumbing, electrical or mechanical work after completion of the apprenticeship programme as a Junior Mechanic or have otherwise acquired thorough practical experience and training appropriate to the duties and responsibilities of the post. The post-holder must have achieved the relevant National Training Board Certification for a plumber, electrician, millwright or mechanic and have an understanding of the Safety and Health at Work Act.

Closing date: 14th March, 2018

The Cabinet Office

CONSULATE OFFICER
London Office
PS 20-22 \$67,526 – \$72,597
Job Number: DHR01499 (090083)

The Consulate Officer works under the direction of the Director and UK Representative to provide consulate assistance and administrative duties to ensure the London Office fulfills its functions in the representation and promotion of the Government of Bermuda in the United Kingdom and Europe.

The post-holder will carry out duties such as but not limited to: coordinating official visits; organizing all events hosted by the London Office; providing the necessary assistance to all Bermudians in the UK; establishing a network of contacts in the UK and various agencies; and assisting with maintaining relations with other international associations and UK Government Departments.

Applicant should possess an Associate's degree in Business Management, International Business, International Relations or related discipline, together with two years' relevant experience. Consideration may be given to applicants who do not possess the education requirement, but have a minimum of four years' relevant experience.

Applicants must possess a British passport and the successful applicant will be required to reside in the London area.

Closing date: 14th March 2018

Ministry of National Security

TRAINEE CUSTOMS OFFICERS (10 POSTS)
PS16 – 18 \$58,596 – \$62,810
H.M. Customs
Job Number: DHR01485

As Trainee Customs Officers, the post holders will receive comprehensive training in all aspects of the Customs Service over a two year period. Upon successfully passing a mandatory proficiency examination at the end of the training period, the Trainee Customs Officer will be advanced to the substantive rank of Customs Officer, which has a current salary of PS 21 – 23 (\$70,010.74 - \$74,919.45).

Interested applicants must have successfully completed BSC with passes in Traditional Mathematics and English or equivalent. In addition applicants must have their own telephone, transportation and a valid driver's license and must be prepared to work any part of the twenty-four (24) hour period, sometimes beyond normal working hours, anywhere on the Island.

Applicants interested in being considered for the above posts **MUST** pass must pass extensive and rigorous examinations inclusive of a skills assessment, physical fitness assessment, drug screening and psychometric assessment. In addition, applicants will be required to pass an extensive security vetting.

(These positions are open to Bermudians only)

Closing date: 14th March, 2018

Ministry of Education & Workforce Development

TRAINING MANAGER
PS 37 – 39 (\$120,633 - \$129,759)
Department of Workforce Development
Job Number: DHR01498 (601644)

The Training Manager reports to the Director of Workforce Development and is responsible for the day to day management, administration and oversight of Training Section. The post holder is responsible for managing the national apprenticeship and certification programs; initiating business and industry partnerships and establishing industry-based training initiatives. The post holder serves as Secretary of the Board, Sub-committees and Occupation Advisory Committees for designated trades enabling them to discharge their respective duties effectively, efficiently and in compliance with the relevant statutory provisions.

The post requires a minimum of five (5) years relevant experience with two (2) years of supervisory experience and a Master's Degree in Education, Public Administration or a related discipline.

Closing date: 14th March, 2018

DEPARTMENTAL COMPTROLLER
PS 35 -37 \$112,165 – \$120,633
Department of Education
Job Number: DHR01497 (171710)

The post-holder works under the direction of the Department Head and Ministry Comptroller and is responsible for the financial management, reporting administration, and management of resources associated with the Finance and Corporate Services Section. In addition, the post-holder will be engaged in the strategic planning, budgeting process, financial and managerial accounting and control for the Department.

The post-holder must be professionally qualified in Accounting and be a full member of an internationally recognized professional body i.e. Chartered Accountant (CA), Certified Public Accountant (CPA), Chartered Institute of Management Accountants (CMA), and Certified General Accountants (CGA), etc. The post-holder must also be current with continuing professional education requirements for their designation and familiar with the CICA handbook and IFRS reporting standards. The post-holder must possess a minimum of three years relevant post-qualification experience in finance and administration including experience in a management or supervisory position is required.

Closing date: 14th March, 2018