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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.

The Cabinet Office

PERMANENT SECRETARY

The Cabinet Office

PS47 \$184,062

Job Number DHR01509

The Civil Service Executive comprises of a team of individuals including Permanent Secretaries and is responsible for the strategic management of the Public Service. The Government of Bermuda is looking to recruit a high-quality candidate to fill a second Permanent Secretary position to join this team.

The Permanent Secretary will work under the policy direction of the Minister and general direction of the Head of the Public Service. The Permanent Secretary is accountable for providing policy advice to the Minister in the discharge of his/her ministerial responsibilities. The Permanent Secretary is also responsible for managing and coordinating the operations of the Departments within the Ministry, providing leadership and direction to the Heads of Departments and ensuring effective delivery of services and programmes. The post-holder is also responsible for the management and administration of the Ministry Headquarters. Additionally, the post-holder is responsible for making high level strategic Ministry decisions in alignment with the Government's vision.

Applicants must possess a minimum of ten years' experience in a senior management position in the public or private sector with proven ability in financial planning and personnel management. In addition, a post-graduate qualification demonstrating a rigorous academic programme is also required.

The post-holder will be required to serve in a similar capacity in other Ministries within the Public Service and must be willing to work beyond the normal hours of work. An assessment will be administered to short-listed applicants.

Closing date: 4th April 2018

MANAGEMENT CONSULTANT

PS 36-38 \$116,317 – \$125,116

Cabinet Office

Job Number: DHR01518 (090066)

The Management Consultant works under the direction of the Senior Management Consultant as an Internal Consultant to Government Ministries, Departments and Agencies to provide a broad range of consulting and regulatory services. The post is responsible for assisting management to maximize their performance by providing analysis of existing business problems and development of implementable solutions for improvement.

Applicant must possess a Master's degree or equivalent qualification in Business or Management Science or Public Administration, with a minimum of five years' relevant experience in a consultancy role or similar function within the public or private sector.

The post-holder must demonstrate the ability to analyze and make evidence based recommendations to generate relevant solutions that will assist clients with meeting their strategic and/or operational challenges in the changing political, economic and legislative environments in which they operate. The post-holder will perform a critical role in the assessment of resource allocation and organizational structures for Government Ministries, Departments and Agencies.

Closing date: 11th April 2018

Ministry of Social Development and Sports

RESIDENTIAL CARE OFFICER

Child & Family Services

PS 22-24 \$67,526 - \$76,678

Job Number: DHR01505 (230218)

The Residential Care Officer works under the supervision of the Unit Supervisor to ensure the day to day safety and well-being of adolescents between the ages of 12-18 years who are deemed to be at risk, and have been placed by the Court in the care of the Director of Child and Family Services on Care Orders under the Children Act 1998. They are to assist in the maintaining a therapeutic environment that meets the individual needs as well the individual service plan goals of the child and family and will teach positive coping skills and life skills through daily living that builds on the strengths of children and families. The post-holder will consistently record all appropriate data in files, on appropriate forms and records and is expected to utilize Therapeutic Crisis Intervention (T.C.I.) and Children and Residential Environments (C.A.R.E.) principles to manage residents proactively.

Applicants must possess a minimum of a Bachelor's Degree in Social Work or a related field and have a minimum of two years' experience in a residential environment working with socially and emotionally challenged adolescents and families. The ability to successfully complete therapeutic training, CPR/First Aid and to acquire a community service license is necessary for successful appointment.

Consideration may be given to applicants who possess a Bachelor's Degree and a minimum of four years' experience in a residential environment working with socially and emotionally challenged adolescents and families and/or a Master's Degree in Social Work or a related field and a minimum of one years' experience in residential environment working with a socially emotionally challenged adolescents and family.

Closing date: 11th April 2018

UNIT SUPERVISOR

Child and Family Services

PS 27-29 \$84,645 – \$91,025

Job Number: DHR01506 (230068)

The Unit Supervisor works under the direction of the Program Manager, and is responsible for supervising agency staff, managing the agency program, and completing all administrative responsibilities required to maintain a high quality residential service to adolescents placed by the Court, in the care of the Director of Child and Family Services under the Children Act 1998.

Applicants must possess a Bachelor's Degree in Social Work or a related field from an accredited university, a valid Community Service license and First Aid/ CPR certification. The post-holder must also have a minimum of four years' experience in the field of Social Work, including at least one year in a residential treatment setting at a supervisory level as well as proven written, organizational and management skills.

Closing date: 11th April 2018

Ministry of Public Works

WASTE MANAGEMENT OFFICER

Works and Engineering

PS 29-31 \$91,025– \$97,891

Job Number: DHR1504 (820902)

The Waste Management Officer works under the general direction of the Solid Waste Manager to carry out specific assignments relative to recycling, hazardous waste disposal, data collection and processing, supervision of contracts and development of new waste diversion programs and facilities. This includes assisting Government and Non-Government entities in developing their specific Waste Management policies as it relates to Government's overall Solid Waste Programme.

Applicants must possess a Bachelor's Degree in Science or equivalent and have certification in all areas of Refrigerant Handling, Asbestos Abatement, CPR and Occupational Safety and Health Administration. The applicant must also have a minimum of three years post qualification experience in Waste Management or a related field.

Membership of a recognized Waste Management Institute (Solid Waste Association of North America, Chartered Institute of Waste Management, etc.) and attendance on courses associated with the Hazardous Waste and Recycling Industries would be added advantages. Post Holder will come into contact with Hazardous substances.

Closing Date: 11th April 2018