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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 Health

MEDICAL OFFICER

PS 38 – 40 \$125,116 - \$135,554

Health

Job Number: DHR01585 (220184)

The Medical Officer works under the direction of the Senior Medical Officer to provide general medical care, health supervision for personal health and health education in the Department of Health clinics. In addition, the post-holder will provide coverage for the off-duty Medical Officer (Police & Prisons), on-call and emergency medical supervision services and for correctional and detainee medical services; forensic medicine services, as required.

The post-holder must possess a Medical Degree (M.D.; M.B.; B.S.; CH.B. or D.O.) and a minimum of five years' post-graduate clinical experience. Must have valid Basic Life Support or CPR for Health Care Worker Certification.

In lieu of five years' post-graduate clinical experience, applicants with a minimum of three years' post graduate experience in a primary care residency programme and possessing a post-graduate specialty medical qualification (i.e. being board-eligible or board-certified in Family Practice, Internal Medicine, Pediatrics or Obstetrics & Gynecology) may be considered.

In addition, the post-holder must be registered or be eligible for registration with the Bermuda Medical Council.

Closing Date: 18th July 2018

COMMUNITY HEALTH COORDINATOR

PS 32-34 \$101,524 - \$108,409

Health

Job Number: DHR01593 (220075)

The Community Health Coordinator works under the supervision of a Chief Nursing Officer, is responsible for ensuring the success of the Community Health Nursing programme through planning, implementation, monitoring and evaluation of adult clinics and community-based patient care. This includes management of the programme's budget, and clinic resources for service delivery. The post is also accountable for ensuring the provision of health expertise for health promotion and health education activities.

Applicants must possess a Bachelor of Science Degree (or equivalent) in Nursing, be a Registered Nurse, have current CPR certification, and hold a valid Bermuda car driving licence. Applicants must also hold a Community Health Nurse Certification or equivalent (e.g. Health Visitor Certificate, Public Health Nurse Certificate, Midwifery, etc.) and be registered or eligible for registration with the Bermuda Nursing Council. A minimum of five years' relevant experience is required, inclusive of supervisory experience.

In lieu of a Bachelor of Science Degree (or equivalent) in Nursing and/or Community Health Nurse Certification or equivalent (e.g. Health Visitor Certificate, Public Health Nurse Certificate, Midwifery, etc.), consideration may be given to those applicants who possess ten years of relevant experience.

Closing date: 25th July 2018

Ministry of Finance

OFFICE MANAGER

PS 20-22 \$67,526 – \$72,597

Tax Commissioner

Job Number: DHR01590 (380007)

The Office Manager works under the direction of the Tax Commissioner and in accordance with the departmental policies and procedures, as it relates to administrative services in the Department, to enable the Tax Commissioner and other senior officers in the department to discharge their duties and responsibilities in an effective and efficient manner. The post-holder also performs a wide range of administrative duties that contribute to the efficient and effective operations of the Department and undertakes associated duties as requested. Applicants must possess an Associate's Degree in Business Administration or related discipline, together with a Certificate in Supervisory Management or related qualification. Additionally, a minimum of three years' of relevant experience which includes one year of supervisory experience is required. Consideration may be given to applicants who possess a Certificate for Office Assistants or an equivalent qualification together with six years' experience which includes one year of supervisory experience in lieu of an Associate's Degree in Business Administration or related discipline.

Closing date: 25th July 2018

Ministry of National Security

CHIEF INFORMATION OFFICER

PS 45 \$168,652

Office of Information and Digital Technologies

Job Number: DHR01595 (430100)

The Chief Information Officer works under the direct supervision of the Permanent Secretary, Cabinet Office to lead on the formation and implementation of Information Systems (IS) and Information Technology (IT) strategy for the Government of Bermuda. The post-holder will be responsible for making critical long and short term strategic decisions regarding the coordination of information systems to ensure Government's organizational success. The post-holder is also responsible for influencing development for IS/IT through portfolio management and stakeholder relationship management and the Government's telecommunications function.

Applicants must have a minimum of ten years of progressive Business Information Systems and Information Technology experience, with at least ten years in a related senior management position and a Master's Degree in Information Systems, Applied Computer Science, Business Administration, or a related discipline.

Consideration may be given to applicants who possess a minimum of ten years' experience working in a business IS and IT senior management position and twenty years of progressive Business Information Systems and Information Technology experience with a relevant qualification (see website for further information).

Closing Date: 25th July 2018

Ministry of Transport and Regulatory Affairs

LEADING SEAMAN

\$1,062.99 per week

Marine and Ports Services

Job Number: DHR01586 (300065/0240)

The Leading Seaman works under the supervision of the Foreman or Pilot working on the decks during vessel operation and assists in ensuring a safe operation is carried out at all times. Post-holder is responsible for assisting passengers embarking and disembarking vessels. Also responsible for keeping the vessels clean and safe at all times and also carrying out any other related duties, ashore and afloat, within job training and expertise required by Management or the Pilot.

Applicants must have a sound educational background with a Bermuda School Diploma (BSD) or equivalent and must also have one years' experience working in the Marine field with demonstrated knowledge of ropes and knots.

Closing date: 25th July 2018

Ministry of Education and Workforce Development

CUSTODIAN

\$26.87 per hour

Education

Job Number: DHR01450 (171633/0766)

The Custodian works under the direction of the school Principal and is responsible for providing support to the educational facility in ensuring that a safe, clean, and healthy environment exist for students, staff and members of the public.

The post-holder must possess a Bermuda School Diploma (BSD) or equivalent. Previous experience of at least one year in a similar setting (hospital, hotel or cleaning company) would be an asset. Must have knowledge of cleaning materials and equipment and an ability to be able to tolerate cleaning materials. The post-holder must have good interpersonal skills, the ability to follow oral and written instructions and able to interact positively with all team members and school age persons.

Closing date: 25th July 2018