



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](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.**

## ADMINISTRATIVE ASSISTANT

Ministry of Legal Affairs Headquarters

Salary \$56,794

Job Number: DHR01607 (870006)

Closing date: 15th August 2018

## OFFICE MANAGER

Ministry of Legal Affairs Headquarters

Salary \$70,010

Job Number: DHR01606 (870008)

Closing date: 15th August 2018

## CROWN COUNSEL (JUNIOR GRADE)

Department of Public Prosecutions

Salary \$87,780

Job Number: DHR01609 (750013)

Closing date: 15th August 2018

## NURSING ASSOCIATE (The Sylvia Richardson Care Facility)

Department of Health

Salary \$54,950

Job Number: DHR01602

Closing Date: 15th August 2018

\*\*\*For more detailed information on all vacancies, kindly go to the Government Careers website at [www.govtcareers.gov.bm](http://www.govtcareers.gov.bm) \*\*\*

## IT MANAGER

The Bermuda Post Office

Salary \$108,409

Job Number: DHR01604 (130097)

The IT Manager works under the general direction of the Corporate Services Manager, and in coordination with the Information and Digital Services Department (IDT), the post-holder will be responsible for the development of the Bermuda Post Office technology strategy, encompassing information systems, planning, implementation and training in new technology that meets the business needs of the Bermuda Post Office in a cost effective manner.

Applicants must possess a Bachelor's degree in Information Systems, Computer Science, or the equivalent. Additionally a minimum of five years' post qualification experience working in an information systems department or computer systems industry in some capacity associated with systems development or delivering systems services with at least three years' experience at a senior project management level is required. Applicants are required to have a valid driver's license, and be able to lift.

**Closing date: 15th August 2018**

## HEAD OF FINANCIAL SANCTIONS IMPLEMENTATION UNIT

Ministry of Legal Affairs Headquarters

Salary \$168,652

Job Number: DHR01599 (870046)

The Head Of Financial Sanctions Implementation Unit works under the direction of the Permanent Secretary this post is accountable for leading the development of national policies and advising the Minister in relation to the issuing and revocation of licences pursuant to Overseas Territories Orders in respect of sanctions measures; establishing and maintaining a reporting depository; ensuring the implementation of targeted financial sanctions with respect to terrorism, terrorism financing, proliferation financing, and other restrictive measures related to anti-money laundering (AML) and anti-terrorist financing (ATF) in Bermuda; developing, maintaining and publishing national policies and procedures for targeted financial sanctions and other restrictive measures; and serve on the Sanctions committee responsible for proposing delegations and other related matters. The Head will also provide support in respect of implementation of AML matters pursuant to the Minister's statutory responsibility under the AML/ATF suite of legislation and consistent with Bermuda's risk assessment and compliant with global standards and manage a range of administrative duties that contribute to the efficient and effective operations of the FSIU in its support of the Minister.

Applicants must be a Barrister and/or Attorney of a Commonwealth jurisdiction and must be a member of the Bermuda Bar Association, with a minimum of ten years' relevant post-qualification experience in all aspects of the AML/ATF and/or regulatory framework, with at least five of those years at a senior level.

**Closing date: 15th August 2018**

## DEPARTMENTAL COMPTROLLER

Registrar of Companies

Salary \$112,165

Job Number: DHR01589 (390055)

The Departmental Controller works under the direction of the Registrar of Companies (Registrar) and Ministry Comptroller and is responsible for the financial management, reporting administration, and management of resources associated with the department. In addition, the post-holder will be engaged in the strategic planning, budgeting process, financial and managerial accounting and control for the Department. As the Departmental Comptroller, the post-holder will also be required to carry out any other departmental duties as assigned by the Registrar and/or Ministry Comptroller.

Applicants must possess a minimum of three years' relevant post-qualification experience in finance and administration including experience in a management or supervisory position. Must be professionally qualified in Accounting and be a full member of an internationally recognized professional body i.e. Chartered Accountant, Certified Public Accountant, Chartered Institute of Management Accounts, Certified General Accountants, Association of Chartered Certified Accountants, etc. Also must be current with continuing professional education requirements for their designation.

**Closing date: 15th August 2018**