

Government House

Executive Officer

Applications are invited for the position of Executive Officer in the Offices of the Governor and Deputy Governor of Bermuda. This is a fixed-term appointment for 2 years.

Key duties and responsibilities:

- Manages the Foreign & Commonwealth Office (FCO) budget, accounting services and human resource systems. Leads on FCO procurement, management information, checks and returns, and IT (for which appropriate security clearance is required);
- Secretary to the Judicial and Legal Services Committee;
- Responds to enquiries regarding UK nationality and immigration law and oversees Citizenship Ceremonies held at Government House;
- Leads on disaster preparedness and business continuity planning;
- Opportunity to develop project work on a range of international matters including the environment and human rights.
- Leads on media (including social media) projects for Government House.

Key requirements:

This is a wide-ranging and demanding job for which familiarity with the UK and its institutions, UK nationality/immigration law will be necessary. A proven ability to master new strands of work quickly, take responsibility and deliver results, sometimes under pressure, will also be required. Additional requirements are:

- Proven ability to understand new IT programmes and corporate service/accounting systems essential. Demonstrated competence in spreadsheets and information management. Prior knowledge of Oracle preferred;
- Excellent communication skills and sound interpersonal skills;
- High level of professionalism and discretion.

Applicants are asked to submit a CV and covering letter (marked Personal) to the Aide de Camp, Lieutenant Alexander Gibbs, Government House, 11 Langton Hill, Pembroke HM13 Bermuda or by e-mail to deputygovernor@gov.bm. Police checks and referee checks will be required of shortlisted candidates.

Closing date: 10th May 2019.