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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.**

CLINICAL SOCIAL WORKER
Department of Child and Family Services
Salary: PS33 \$96,029
Job Number: DHR02239 (230037)
Closing date: 24th February 2021

DENTAL OFFICER
Department of Health
Salary: PS35 \$102,967
Job Number: DHR02242 (220105)
Closing Date: 24th February 2021

DENTAL ASSISTANT
Department of Health
Salary: PS16 \$53,791
Job Number: DHR02243 (220102/0104)
Closing Date: 24th February 2021

*****For more detailed information on the above mentioned vacancies, kindly go to the Government Careers website at www.govtcareers.gov.bm *****

FINANCIAL SECRETARY
Ministry of Finance Headquarters
Salary: PS 50 \$214,092
Job Number: DHR02235 (100001)

The Government of Bermuda is looking to recruit a high-quality Financial Secretary, who will serve as a member of the Public Service Executive, which is responsible for the strategic management of the Public Service.

The Financial Secretary works under the policy direction of the Minister of Finance and is responsible for providing economic and financial policy advice (international and domestic) to the Minister, for the raising of Government revenue, the control of Government expenditure and the management of the economy of Bermuda. The Financial 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 the effective delivery of public services.

Applicants must possess a Master's Degree in Business Administration, Finance, Economics, Statistics or a related discipline. A minimum of ten years' experience in a senior financial management position in the public or private sector with proven ability in setting strategic direction, financial planning, leadership and management is required.

The post-holder must be willing to work outside normal business hours as necessary. An assessment may be administered to short-listed applicants.

This post is subject to Government Austerity Measures through July 2021 resulting in a 10% salary reduction during the period.

Closing date: 17th February 2021

DEPUTY DIRECTOR
Department of Financial Assistance
Salary: PS 38 \$114,856
Job Number: DHR02203 (550036)

The Deputy Director works under the direction of the Director and is responsible for assisting in policy and legislative development, overall fiscal management and compliance of the Department. The post-holder will be responsible for monitoring and enforcement of compliance pursuant to relevant legislative guidelines. In addition, the post-holder is responsible for assisting in the development and implementation of plans to achieve the goals of the department. This includes supporting the Director with management of daily operations, monitoring progress and enhancing productivity.

Applicants must possess a Master's Degree in Business Administration, Human Resources, Accounting, Finance or a related discipline. A minimum of five years' post-qualification experience and a minimum of three years management and supervisory experience is required.

Closing date: 17th February 2021

ASSISTANT DIRECTOR - REVALUATION
Department of Land Valuation
Salary: PS35 \$102,967
Job Number: DHR02234 (490002)

The Assistant Director-Revaluation works under the supervision of the Director to manage and administer operations of the Maintenance of the Valuation List and Revaluation of the Land

Valuation Department, in order to maintain an accurate Valuation List for Bermuda. The post holder works in accordance with Departmental policies and procedures, the Land Valuation and Tax Act 1967 as amended and other relevant legislation. The post holder is responsible for managing the quinquennial revaluation of residential properties on the Island for land tax purposes. In addition, the post holder undertakes financial and human resource management and associated duties, as requested by the Director.

Applicants must possess a Bachelor's Degree in a relevant subject area, and must be a Professional Member of the Royal Institution of Chartered Surveyors (Valuation faculty) or equivalent. A minimum of five years' post-qualification experience is required, with experience at a senior level managing a general revaluation using computers in the mass appraisals of properties for taxes.

Must be registered or eligible for registration as a surveyor in Bermuda, as required under the Professional Surveyors Registration Act 1997 and have or be able to obtain a valid Bermuda driver's license.

Closing date: 24th February 2021

NURSE
Department of Health
Salary: PS28 \$80,582
Job Number: DHR02244 (220029)

The Nurse works under the direct supervision of the Nursing Coordinator to provide nursing care to the residents of a skilled care facility or nursing home, enabling them to maintain a quality life within the limits of their illness and/or ageing process. The post holder provides direct supervision to five to ten Nursing Associates on assigned shifts including evenings and nights as required.

Applicants must possess a Bachelor of Science Degree in Nursing, be a Registered Nurse (RN), have current CPR certification and must be registered with the Bermuda Nursing Council. A minimum of three years post qualification experience in long-term or geriatric nursing care in a residential, nursing care facility setting. Management skills and previous experience in nursing administration is also required.

In lieu of a Bachelor of Science Degree in Nursing, consideration may be given to those who possess at least six years relevant experience in the care and service of the elderly.

Closing date: 24th February 2021

CHIEF ENVIRONMENTAL HEALTH OFFICER
Department of Health
Salary: PS41 \$129,988
Job Number: DHR02240 (220116)

The Chief Environmental Health Officer works under the direction of the Director and is responsible for overall management and administration of the Environmental Health Section of the department, including Environmental Hygiene, Vector Control and Occupational Safety and Health. The post holder is accountable for the strategic planning, project management, fiscal, facility and human resources, and staff orientation of the Environmental Health Section. Additionally, the post holder oversees the application procedure, revenue collection and other related processes for licensed premises, individuals, organizations, equipment, etc.

Applicants must have a Master's Degree or equivalent in Environmental Health or relevant field of study. A minimum of ten years relevant work experience in environmental health including a minimum of five years' experience in a supervisory capacity is required. Must hold at least a full membership of the Chartered Institute of Environmental Health, or National Environmental Health Association as a Registered Environmental Health Specialist/Registered Sanitarian, or a regular membership with the Canadian Institute of Public Health Inspectors, or proof of registration as an environmental health professional in their jurisdiction, or proof of professional competency certification (e.g. Assessment of Professional Competency – APC). Must be registered or eligible for registration with the Council for Allied Health Professionals.

Closing date: 24th February 2021

TEMPORARY ADDITIONAL CHIEF INSOLVENCY OFFICER (3-year contract)
Registrar of Companies
Salary: PS 33 \$96,029
Job Number: DHR02216 (390061A)

The Temporary Additional Chief Insolvency Officer works under the direction of the Temporary Additional Assistant Official Receiver and is responsible for day-to-day duties related to the management, progress and regulation of corporate and personal insolvencies in accordance with the Companies Act 1981; the Companies Winding-Up Rules 1982; the Bankruptcy Act 1989 and The Bankruptcy Rules 1990 and the regulation of private liquidations. The post holder is also responsible for other regulatory duties including the management, review and regulation of voluntary liquidation filings in accordance with the Companies Act 1981.

Applicants must possess a professional qualification in Accounting (with CPA or other equivalent internationally-recognized designation), be a member of an internationally recognized accounting body and be eligible for membership with Chartered Professional Accountants Bermuda. Additionally, a minimum of five years relevant experience in accountancy and insolvency/ liquidation with two years of managerial experience is required.

Closing date: 24th February 2021