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(Unless otherwise specified)

For more information, please contact the Department of Employee and Organizational Development 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.**

ACCOUNTING ADMINISTRATOR

Department of Corrections

Salary: PS14 \$56,049.12

Job Number: DHR02442 (250180)

Closing Date: 26th January 2022

ADMINISTRATIVE OFFICER

Department of Statistics

Salary: PS19 \$66,426.16

Job Number: DHR02436 (140005)

Closing Date: 26th January 2022

DENTAL HYGIENIST

Department of Health

Salary: PS21 \$71,410.95

Job Number: DHR02344 (220485)

The Dental Hygienist works under the direction of the Chief Dental Officer to provide oral health treatment and education of children and youth, seniors, prisoners and special patients. The post-holder is also required to deliver oral health promotion and education. The post-holder has limited autonomy and is responsible for intermediate decisions within the Oral Health Section. At the prescription of a dentist, the post coordinates and provides direct care to clients.

Applicants must possess an Associate's Degree or equivalent in Dental Hygiene from an accredited dental hygiene programme along with one year of relevant experience. Applicants must also be registered or eligible for registration with the Bermuda Dental Board.

Closing date: 2nd February 2022

MANAGEMENT SERVICES PARTNER

Department of Employee & Organizational Development

Salary: PS36 \$118,643.75

Job Number: DHR02443 (610003)

The Management Services Partner works under the direction of the Senior Management Services Partner to provide a broad array of consultancy services and advice to improve the efficiency and effectiveness of Ministries and Departments public service offerings and provides regulatory services. The post holder is accountable for the project management process and performing tasks to fulfil the programme management function. Assists management with maximizing their performance by identifying and analysing existing problems and developing implementable recommendations/solutions for improvement in a changing political, economic, and legislative environment. Performs assessments of resource allocation and organizational structures for Government Ministries, and Departments. Completes evaluations of job descriptions for presentation to the Senior/Joint Grading Panels.

Applicants must possess a Master's degree or equivalent qualification in Public Administration, Business Administration, Human Resource Management or Management Science, with a minimum of five years' relevant experience in a consultancy role or similar function within the public or private sector. Should have relevant demonstrable experience in the management of project portfolios and the development of complex initiatives preferably in the public sector to include a proven track record of taking ownership and driving results with complex multi-faceted projects. A Certificate in Management Consulting or Six Sigma Black Belt would be considered an asset.

Closing Date: 2nd February 2022

LEGAL AID COUNSEL

Ministry of Legal Affairs and Constitutional Reform HQ (Legal Aid Section)

Salary: PS42 \$150,886.07

Job Number: DHR02438 (870005)

The successful post holder will work under the direction of the Senior Legal Aid Counsel. The post holder will provide legal services to successful applicants including representation in the Bermuda Courts in accordance with the Legal Aid Act 1980. The post holder also provides administrative support/services in respect of the administration of the Legal Aid Scheme.

The Legal Aid Counsel must possess a minimum of five years' experience as a Barrister with the ability to make sound judgement based on a wide range of legal matters. This experience should include at least two years' of supervisory experience. Additionally, must be a qualified Barrister and/or Attorney of a Commonwealth jurisdiction and must be admitted to practice as a Barrister or Attorney in Bermuda or in a Commonwealth jurisdiction.

Closing Date: 2nd February 2022