

# YOUR GUIDE XONB ENIDE TO CAREERS IN PUBLIC SERVICE



GOVERNMENT OF BERMUDA



# CAREERS IN PUBLIC SERVICE

Thank you for your interest in the Public Service! This is your guide to the variety of exciting career opportunities that await you.

Serving Bermuda and her people, the Government of Bermuda aims to be the employer of choice. We commit to being:

- **Transparent**
- **Agile**
- **Talented**
- **A Digital & Data Leader**
- **Citizen-centric**
- **Accountable**
- **Innovative**
- **Empowering**
- **Sustainable**

Employment opportunities are vast, as you will explore in later sections of this guide, to accommodate the Government's diverse needs.

This guide presents the highlights of a Public Service career including the rewarding nature of our work and the opportunity to positively impact our society. So, let's dive in and discover why a career in the Public Service might be the perfect fit for you!

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# WHY SHOULD YOU CONSIDER A CAREER IN THE PUBLIC SERVICE?



# SECTION 1:

## *THE POWER OF PUBLIC SERVICE*



### 1.1 MAKING A REAL DIFFERENCE

Public Service careers offer a unique opportunity to join a purpose-driven team dedicated to making a real difference in people's lives and communities. Whether it's shaping policies, driving innovation, or addressing society's most pressing challenges, the Government of Bermuda provides an avenue for you to create positive change on a large scale.

### 1.2 EMBRACING INNOVATION

Innovation is at the core of public service careers. Daily, Public Officers contribute to solutions that tackle complex problems and improve the quality of life for all. The Government of Bermuda offers diverse opportunities to innovate for impact.

### 1.3 A WORLD OF CAREER PATHS

Public Service careers encompass a wide range of fields and disciplines. Whether your passion lies in engineering, marine service, healthcare, law, finance, or environmental protection, there are diverse opportunities awaiting you in the public sector. Public Officers can pursue their interests while making a meaningful contribution to society.





# SECTION 2:

## ADVANTAGES OF A PUBLIC SERVICE CAREER



### 2.1 STABILITY AND SECURITY

Public Service careers are unmatched in the stability and security they offer committed and enthusiastic employees. Unique to the public sector is a less volatile job market that remains steady – leading to less layoffs, secure salaries, and benefits that ensure the well-being of you and your family.

### 2.2 CAREER GROWTH AND DEVELOPMENT

Bermuda's Public Service offers a clear path for advancement and professional development. With structured career progression pathways and opportunities for specialisation, Public Service careers are designed for continuous growth. Training programmes and mentorship opportunities will allow you to elevate your potential and acquire expertise directly from seasoned professionals in your field.

### 2.3 WORK-LIFE BALANCE

In today's fast-paced world, maintaining a healthy work-life balance is crucial. Public Service careers allow you to make a difference while enjoying quality time with your loved ones. This balance enables you to lead a fulfilling life while positively impacting society.



# SECTION 3:

## *EDUCATION AND EXPERIENCE REQUIREMENTS*



### 3.1 UNLOCKING OPPORTUNITIES

Are you up for the challenge? Some Public Service posts require specific education and experience. Understanding these requirements can help you navigate your career path or create a new one. Acquiring the necessary skills, knowledge, and experience prepares you for opportunities to fill critical interesting positions.

### 3.2 YOUR UNIQUE PERSPECTIVE MATTERS

The Government of Bermuda values diversity and recognises the contributions unique backgrounds play in driving innovation and solving complex problems. Your expertise could be the key to filling hard-to-fill positions and bringing fresh perspectives to the Public Service.

### 3.3 PATHWAYS TO EXCELLENCE

The Government of Bermuda offers tailored education and sponsored learning and development programmes that pave the way to your success in hard-to-fill positions. By investing in your future through specialised training programmes, you will gain the knowledge and skills needed to excel in a rewarding public service career. These programmes are designed to empower you in a rewarding public service career.





# PROMISING CAREER PROSPECTS:

*The following section provides examples of jobs available for Bermudians seeking gainful employment within the Public Service. Jobs are grouped by category to give you an idea of general skills, experience and qualities needed to be successful.*



# ACCOUNTING AND FINANCIAL SERVICES

*Professionals who contribute to financial decisions to ensure cost-effectiveness.*



## TYPES OF JOBS:

- Comptroller
- Accountant
- Auditor
- Regulatory Analyst
- Health Insurance Manager
- Compliance Manager

## General Skills / Knowledge / Qualities:

- Numerical and quantitative skills
- Problem-solving and analytical ability
- Verbal and written communication skills
- Knowledge and awareness of business organisations
- Negotiation skills (ie. ability to influence decision-makers)
- Knowledge of global business issues including language skills
- Entrepreneurial skills (being self-motivated, proactive, and action-oriented)

## EDUCATION

*Undergraduate degree in Business, Accounting, or Finance plus a professional certification in the relevant discipline (e.g. CPA, ACCA, CFA, CAMS)*

# ADMINISTRATIVE SUPPORT

*Professionals in this area support the efficient operations of their respective department.*



## TYPES OF JOBS:

- **Executive Assistant:**  
Manage schedules and communications of Government executives.
- **Administrator:**  
Perform clerical duties to help an office run smoothly and efficiently.
- **Receptionist:**  
Act as a liaison for the Department of Ministry, providing information and answering customer's questions.
- **Office Manager:**  
Ensure the smooth running of an office by taking responsibility for administrative, financial, or managerial tasks.

## General Skills / Knowledge / Qualities:

- Strong customer service skills
- File management
- Able to handle sensitive and confidential information
- Interpersonal, verbal and written communication skills
- Able to work under pressure and with minimum supervision
- Possess task prioritisation, time management and organisational skills
- Computer literate (i.e., Microsoft Suite)
- Adaptable
- Proficient in researching and sourcing information
- Sound and independent decision making and judgment

## EDUCATION

*High school diploma plus a secretarial/administrative certification or diploma*



# COMMUNICATION AND MARKETING

*Professionals who provide creative support based on their knowledge of media and design.*



## TYPES OF JOBS:

- **Telecommunications Officer:**  
Monitor and enforce telecommunication licenses and provide technical facilities management and advice on telecommunication matters.
- **Social Media Officer:**  
Oversee digital strategies for Government Departments and update the Government portal, intranet, social media, and partner websites to elevate the public service's visibility and effectiveness.
- **Public Media Relations Officer:**  
Create strategic communication plans to promote Public Service initiatives and manage the Department's reputation.
- **Photographer:**  
Produce professional images for creative, technical and documentary usages (i.e., Government portal, social media or historical record).
- **Graphic Designer:**  
Design, produce and install high-quality interpretive materials both online and in print for the education and enjoyment of viewers.



# COMMUNICATION AND MARKETING

## General Skills / Knowledge / Qualities:

- Strong interpersonal, verbal, and written communication skills
- Able to meet deadlines, multitask and work well under pressure
- Work with minimal supervision
- Able to work collaboratively; establishing and maintaining good working relationships
- Possess analytical, problem-solving and decision-making skills
- Knowledge of and ability to operate the relevant software/technology (i.e., Microsoft Suite, Adobe Creative Suite, cameras, lenses, editing software, streaming platforms etc.)

## EDUCATION

*Undergraduate degree in a relevant field (i.e. Journalism, Communications, Digital Marketing, Public Relations, Electronics Technology, Graphic Design, Photography, etc.)*

# DEFENCE, SECURITY AND COMPLIANCE

*Jobs at the forefront of upholding standards and maintaining public safety and security by ensuring adherence to laws and regulations.*



## TYPES OF JOBS:

- **Maritime Enforcement Officer:**  
Oversee the fisheries enforcement programme, manage case preparations for prosecution, and lead community outreach and education initiatives.
- **Investigative Officer:**  
Conduct investigations into complaints, offer conciliatory services, and carry out research; draft reports of formal complaints for review
- **Compliance Officer**  
Oversee monitoring and compliance enforcement through inspections and technical evaluations. Conduct inquiries to recommend actions for delinquency.



# DEFENCE, SECURITY AND COMPLIANCE

## General Skills / Knowledge/ Qualities:

- Strong interpersonal, verbal and written communication skills
- Knowledge of relevant acts and procedures
- Possess organisational skills
- Demonstrate analytical abilities, problem-solving skills, and sound judgment
- Be a team player with conflict management skills
- Handle sensitive information with integrity and confidentiality
- Detail oriented with a high level of accuracy
- Computer literate (e.g., Microsoft Suite)

## EDUCATION

*Undergraduate degree in a relevant field depending on the specific role's focus (i.e., Social Sciences, Criminology, Biology, Law, or Human Relations)*



# DATA AND INFORMATION MANAGEMENT

*Jobs focused on the organisation, analysis, and safeguarding of crucial data and documents.*



## TYPES OF JOBS:

- **Intelligence Evaluator:**

Responsible for evaluating, updating, collating, and guarding intelligence reports, events, crimes, incidents and records.

### EDUCATION

*High school diploma plus a diploma in computer network administration or related qualification*

- **Data Processor:**

Responsible for processing, managing, organising and ensuring the accuracy of collected data to be transformed into meaningful and actionable insights.

### EDUCATION

*High school diploma*

- **Librarian:**

Responsible for overseeing and managing Government libraries, including database maintenance and library collection management.

### EDUCATION

*ALA (American Library Association) Accredited Graduate degree or equivalent*

- **Archivist:**

Responsible for the preservation, management, restoration of and access to the archives

### EDUCATION

*Graduate degree in Archival Science (MAS) or an ALA Graduate degree with a concentration in archives and records management*



# DATA AND INFORMATION MANAGEMENT

## General Skills / Knowledge / Qualities:

- Able to meet deadlines; time management and organisation skills
- Detail oriented with a high level of accuracy
- Technical skills
- Strategic management of data
- Able to use discretion and exhibit sound judgment
- Interpersonal, verbal and written communication skills
- Able to work independently and collaboratively
- Possess research and analytical skills



# EDUCATION AND TRAINING

*Professionals provide Bermuda's youth with their foundation and inspire a desire for lifelong learning.*



## TYPES OF JOBS:

- Certified Teacher
- Counsellor
- Paraeducator
- School Principal

## General Skills / Knowledge / Qualities:

- Passion for teaching and learning
- Knowledge of best teaching practices and course design
- Patience and composure in stressful situations
- Able to create the best conditions for learning or teaching new things
- Strong leadership skills
- Open-minded and adaptable
- Excellent verbal communication skills
- Administration skills
- Computer skills

## EDUCATION

*Undergraduate or Graduate degree in Education plus teacher training experience*



# ENGINEERING

*Professionals in this area design, build, test, install, and maintain a wide range of products, machines, and structures.*



## TYPES OF JOBS:

- Electrical Engineer
- Structural Engineer
- Tug Engineer
- Ferries Engineer
- Civil Engineer
- Mechanical Engineer
- Highways Engineer

## General Skills / Knowledge/ Qualities:

- Technology and computer science skills
- Communication skills
- Management skills
- Problem-solving skills
- Knowledge of business operations
- Research and critical thinking skills
- Leadership competencies

## EDUCATION

*Undergraduate degree or Higher National Diploma (HND) in engineering, with a concentration in a relevant field (Mechanical, Electrical, Marine, etc.). Upon graduation, must obtain a professional certification (e.g. P.Eng, C.Eng) for the area of concentration*

# ENVIRONMENT AND CONSERVATION

*Jobs dedicated to safeguarding our environment, natural resources, and the welfare of animals.*



## TYPES OF JOBS:

- **Veterinary Officer:**

Oversee animal husbandry and welfare, disease control, and the protection of endangered species while managing veterinary services.

### EDUCATION

*Professional Veterinary Medical Degree, i.e. DVM, VMD, BVetMed or equivalent.*

- **Aquarist & Zookeeper:**

Provide appropriate care, maintenance and improvement of all zoo exhibits at the Bermuda Aquarium, Museum and Zoo. Perform administrative duties associated with providing zookeeping services and undertake outreach and liaison-related duties.

### EDUCATION

*Associate degree in Aquarium science, Environmental science, Marine biology, Zoology or related discipline.*

- **Hydrogeologist:**

Oversee groundwater management and pollution control, coordinate research on environmental impacts, and enforce regulatory compliance.

### EDUCATION

*Graduate degree in Geology or a related discipline.*

- **Environmental Officer:**

Enforces air and water protection laws by conducting environmental assessments, preparing reports, offering expert advice on pollution and waste management, and collaborating with environmental NGOs.

### EDUCATION

*Undergraduate degree in Environment Management or a related science.*



# ENVIRONMENT AND CONSERVATION



## TYPES OF JOBS:

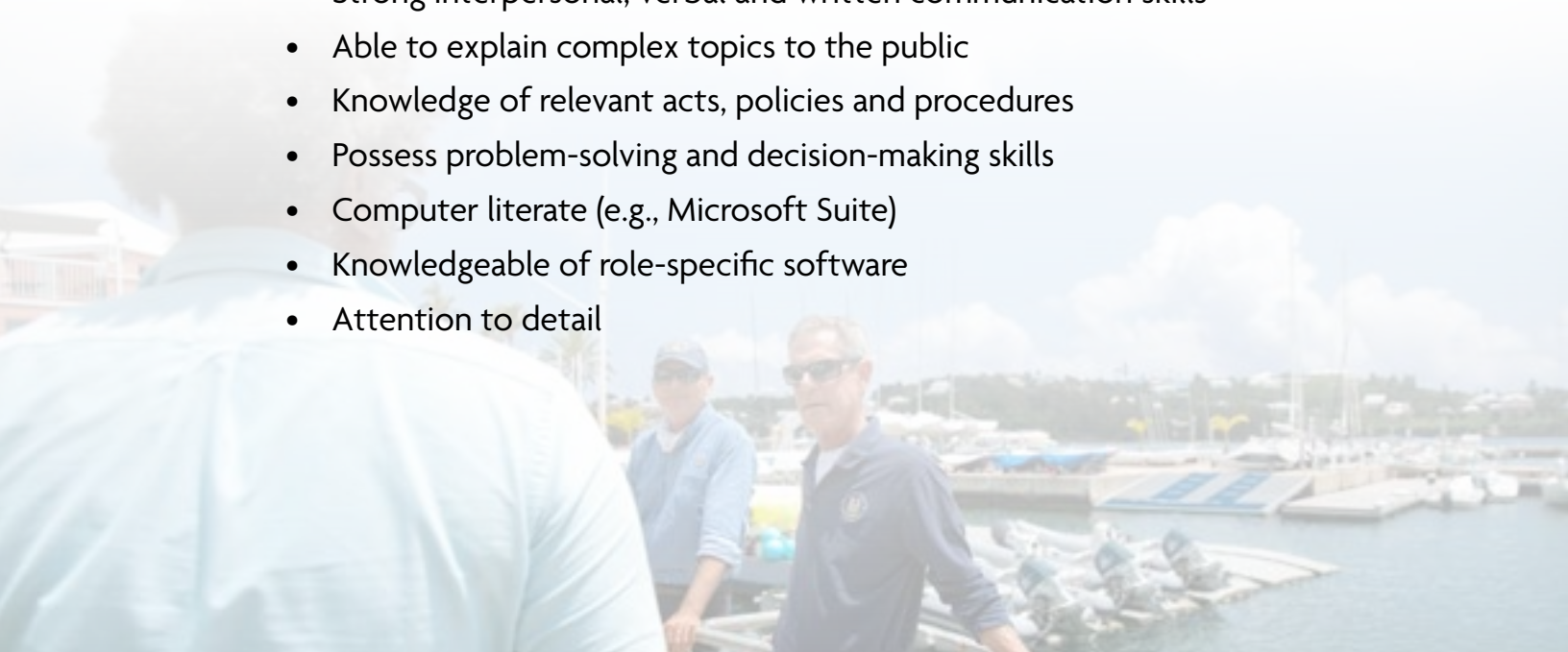
- **Marine Conservation Officer:**  
Conduct research and laboratory work focused on data collection and analysis for the population assessment and conservation of threatened species. Maintain protected dive site moorings and manage the operation and upkeep of section vessels.

## EDUCATION

*Undergraduate in Marine Ecology, Marine Biology, Biological Sciences, Fisheries, Marine Resources Management, Marine Conservation or related discipline. Certification in Rescue SCUBA Diver, CPR, Oxygen Provider, First Aid, and Bermuda "C" Class Pilot's Licence.*

## General Skills / Knowledge/ Qualities:

- Strong interpersonal, verbal and written communication skills
- Able to explain complex topics to the public
- Knowledge of relevant acts, policies and procedures
- Possess problem-solving and decision-making skills
- Computer literate (e.g., Microsoft Suite)
- Knowledgeable of role-specific software
- Attention to detail



# HEALTHCARE

*Professionals dedicated to enhancing individual and community well-being by providing expert care across various disciplines.*



## TYPES OF JOBS:

- Community Health Nurse
- Physiotherapist
- Occupational Therapist
- Speech Language Pathologist
- Dentist
- Environmental Health Officer

## General Skills / Knowledge / Qualities:

- Technical skills per discipline
- Communication skills – including keen observation and listening skills
- Problem-solving skills
- Stress Management Skills – the ability to diffuse and address stressful situations
- Cultural competence – the ability to deal with diverse people

## EDUCATION

*Undergraduate degree in a relevant discipline (e.g. nursing, physiotherapy, occupational therapy, environmental health etc.).  
Registration with the local governing body/Health Council.  
Note: Depending on the discipline, a Graduate degree may be required as well.*



# HUMAN RESOURCE AND DEVELOPMENT

*Jobs dedicated to fostering a supportive workplace, enhancing employee engagement and driving organisational growth through strategic resource management.*



## TYPES OF JOBS:

- **Compensation Officer:**

Oversees compensation compliance and payroll administration, ensuring adherence to financial guidelines and managing employee enrolment in health and dental insurance programmes

### EDUCATION

*Associate degree in Accounting, Business Administration, Business Management, Finance or related discipline*

- **Talent Partner:**

Provides talent management services to champion the Government of Bermuda's efforts to attract, train and retain its talent to achieve organizational goals and objectives.

### EDUCATION

*Undergraduate degree in Business Administration, Human Resource Management, or related discipline*

- **Recruiter:**

Performs duties related to the full life cycle of recruitment and selection.

### EDUCATION

*Undergraduate degree in Human Resource Management, Business Administration or related discipline*

# HUMAN RESOURCE AND DEVELOPMENT

## TYPES OF JOBS:

- **HR Partner:**

Delivers HR technical support across departments, offering advice, coordinating HR projects and solutions and aiding in the implementation of initiatives to promote a healthy work environment

## EDUCATION

*Undergraduate degree in Business Administration, Human Resources Management, Learning and Development or related discipline*

## General Skills / Knowledge / Qualities:

- Strong interpersonal, verbal and written communication skills
- Attention to detail with a high level of accuracy
- Able to multitask and prioritise to meet deadlines
- Able to problem-solve
- Computer literate (e.g., Microsoft Suite) with the ability to adapt to new software applications
- Handle sensitive information with integrity and confidentiality
- Able to interpret and apply relevant legislation, regulations, policies and procedures (i.e., Employment Act 2000, Financial Instructions, Public Service Commission Regulation 2001, Collective Bargaining Agreements etc.)



# HUMAN RESOURCE AND DEVELOPMENT

## TYPES OF JOBS:

- **HR Business Partner:**

Provide advice and guidance in the areas of HR strategic business partnering, employment services and industrial relations, performance management, recruitment & selection, coaching & mentoring and administrative duties.



## General Skills / Knowledge / Qualities:

- Strong interpersonal, verbal and written communication skills
- Excellent presentation and public speaking skills
- Able to effectively lead and take personal accountability
- Negotiating and influencing skills
- Detail oriented and reliable; attention to detail and accuracy
- Able to synthesize, analyse and problem solve, complex problems considering the wider perspective; and possess research and analytical skill
- Able to interpret and apply relevant legislation, regulations, policies and procedures
- Computer literate (e.g, Microsoft Suite) with the ability to adapt to using new software applications
- Possess business acumen with the ability to make well-informed decisions
- Possess integrity and the ability to handle sensitive and confidential information
- Excellent customer service skills

## EDUCATION

*Graduate degree in Human Resource Management, Business Administration or related discipline*

# INFORMATION TECHNOLOGY

*Jobs at the forefront of digital innovation, safeguarding information systems and providing critical technical support for the seamless operation of the Government's technology infrastructure.*



## TYPES OF JOBS:

- Security Analyst
- Security Manager
- IT Support Administrator
- IT Manager
- Database Administrator
- Network Engineer
- Business Analyst
- Project Manager

## General Skills / Knowledge/ Qualities:

- Technology and computer science skills
- Communication skills
- Problem-solving, analytical thinking skills
- Adaptable/flexible and open to change
- Able to work on a team
- Customer service skills
- Able to deliver results while learning new technology

## EDUCATION

*Undergraduate degree and professional certification per discipline*

# LEGAL AND LEGISLATIVE SERVICES

*Professionals in this area uphold justice and legislative integrity, offer expert legal support, forensic analysis and editorial guidance to ensure the fair administration of laws and support for the community.*



## TYPES OF JOBS:

- **Legal Aid Counsel:**

Provide support pertaining to the administration of the Legal Aid Scheme, review laws and maintain records.

### EDUCATION

*Qualified Barrister and/or Attorney of a Commonwealth jurisdiction*

- **Forensic Accountant:**

Conduct analysis for the determination of levels of financial crime and money laundering, determination of financial sanctions and the preparation of financial data regarding criminal activity.

### EDUCATION

*Undergraduate degree in Business, Science; Qualified accountant with a professional designation (i.e. CA, CPA, SMA) and forensic designation such as CFE or CA-FA.*

- **Investigations Officer (Human Rights):**

Undertake investigations, handle complaints, facilitate settlements and provide advice to educate the public to ensure compliance with the Human Rights Acts 1981.

- **Legislative Editor:**

Responsible for ensuring the accuracy and quality of bills, regulations and other statutory instruments.



# LEGAL AND LEGISLATIVE SERVICES



## TYPES OF JOBS:

- **Probation Officer:**

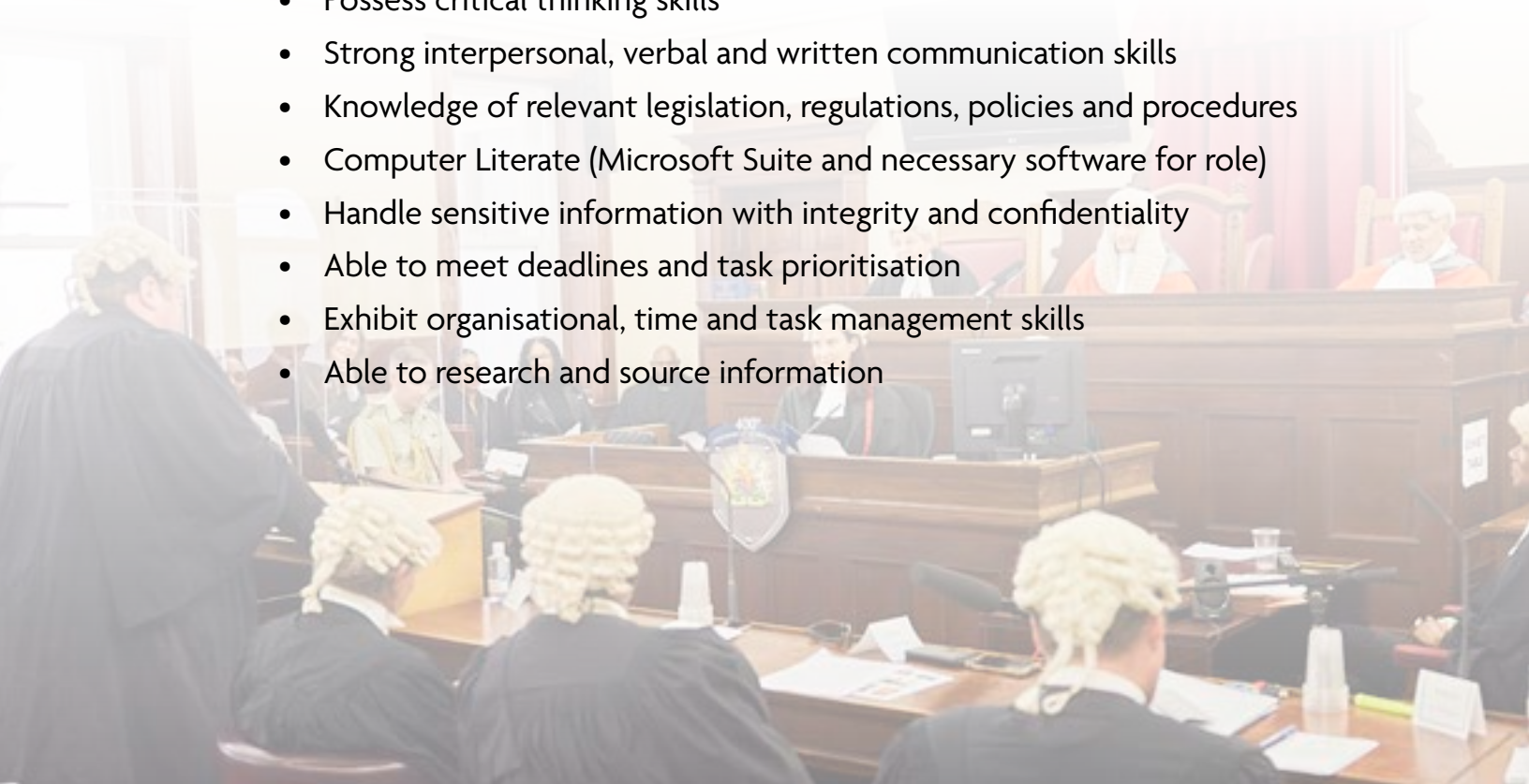
Monitor, supervise and provide support to high-risk individuals subject to community-based supervision by the Courts or Parole Board to reduce the client's risk of re-offending and/or relapse.

## EDUCATION

*Undergraduate degree in a relevant field depending on the specific role's focus (i.e., Criminal Justice, Law, Journalism, Business Science, Human Relations etc.)*

## General Skills / Knowledge / Qualities:

- Possess critical thinking skills
- Strong interpersonal, verbal and written communication skills
- Knowledge of relevant legislation, regulations, policies and procedures
- Computer Literate (Microsoft Suite and necessary software for role)
- Handle sensitive information with integrity and confidentiality
- Able to meet deadlines and task prioritisation
- Exhibit organisational, time and task management skills
- Able to research and source information



# PARKS AND RECREATION

*Professionals play a crucial role in managing and enhancing the beauty and sustainability of Bermuda's parks and nature reserves, focusing on the supervision of public use, the development and implementation of enjoyment programmes, and the protection of natural and cultural resources.*



## TYPES OF JOBS:

- **Park Ranger:**

Supervise public usage of parks and nature reserves, operate programmes for the public enjoyment of these areas and conduct schemes to protect the natural and cultural resources and park users.

### EDUCATION

*Undergraduate degree in Social Science or Environmental Management plus law enforcement certification.*

- **Park Planner:**

Design landscapes, oversee capital projects, renovate historical sites, maintain and improve the Railway Trail and conduct research on the environmental and historical aspects of the park system.

### EDUCATION

*Graduate degree in Planning, Landscape Architecture, Architecture or relevant field of study.*

- **Curator (Botanical Gardens):**

Manage Bermuda Botanical Gardens and the Arboretum, its plant collection and facilities. Develop and formulate a management plan and policies for the Bermuda Botanical Gardens and the Arboretum and other areas.

### EDUCATION

*Undergraduate degree in Ornamental Horticulture or equivalent.*



# PARKS AND RECREATION

## TYPES OF JOBS:

- **Superintendent of Horticulture:**

Ensure the production of high-quality plant materials for public spaces and maintain nursery facilities for optimal propagation and cultivation, aimed to enrich the community's connection to natural and historical treasures.

## EDUCATION

*Higher National Diploma or equivalent in Plant Nursery Management, Horticulture or relevant field of study.*

## General Skills / Knowledge / Qualities:

- Strong interpersonal, verbal and written communication skills
- Computer literate (e.g., Microsoft Suite)
- Able to handle confidential information
- Organisational skills and ability to meet deadlines
- Knowledge of the relevant Acts, policies and procedures (i.e. Bermuda National Parks Act 1986)
- Problem-solving and decision-making skills



# PLANNING & INFRASTRUCTURE

*Jobs that provide support for building committees, manage the building of new structures and the repair of preexisting structures. Prepare reports pertaining to the suitability and sustainability of building projects, ensuring enforcement of building control legislation to ensure compliance and, collaborate with suppliers to maintain LT Registry Index Mapping and GEO Info Systems.*



## TYPES OF JOBS:

- Building Control Officer
- Land Property Valuer
- Land Title Officer Planner
- Land Title Officer, Surveyor
- Plans Examiner
- Surveyor

## General Skills / Knowledge / Qualities:

- Technical skills per discipline
- Analytical and problem-solving skills
- Knowledge of relevant legislation, regulations, policies and procedures
- Excellent communication skills (verbal and written)
- Computer literacy (systems used per discipline)
- Attention to detail
- Leadership skills
- Interpersonal skills

## EDUCATION

*Undergraduate degree plus a Professional designation*

# RESEARCH AND DEVELOPMENT

*Jobs that shape the future through analysis, discovery, and innovation. These roles contribute to the advancement of knowledge and ensure that research and policies are developed and implemented to meet future challenges by blending technical expertise with strategic vision to positively impact society.*



## TYPES OF JOBS:

- **Policy Analyst:**  
Develop, coordinate, execute and monitor policies, initiatives, programmes, and legislative changes to align with evolving social and economic conditions.
- **HR Policy & Strategy Analyst:**  
Support the Department of Employee and Organisational Development to ensure consistent interpretation and application of policy, provide policy advice and develop, review and communicate policies and strategies that support an effective HR service for the Public Service.

## General Skills / Knowledge / Qualities:

- Organisational, decision-making and problem-solving skills
- Strong interpersonal skills and ability to establish and maintain working relationships
- Strategic planning and programme management
- Demonstrate research, analytical and data analysis skills
- Programme evaluation and knowledge dissemination
- Report writing
- Knowledge of relevant acts, policies and procedures for department/Ministry
- Able to meet deadlines, work under pressure
- Exhibit tact and judgement to work with highly confidential and sensitive information

# RESEARCH AND DEVELOPMENT

## TYPES OF JOBS:

- **Statistician:**  
Oversee censuses, surveys, and statistical inquiries in social, demographic, economic, and business areas, conduct comprehensive research and analysis and offer expert statistical advice and consultancy.



## General Skills / Knowledge/ Qualities:

- Strong verbal and written communication skills
- Knowledge of statistical software (SPSS, Python, etc.)
- Research and analytical skills
- Exhibit data analysis and presentation skills
- Independent thinking using deductive and inductive reasoning
- Able to undertake research and analysis
- Knowledge of quantitative research and analysis techniques including use of statistical software

## EDUCATION

*Graduate degree or equivalent qualification in relevant subject based on department/ ministry (i.e. Sociology, Economics, Mathematics, Law, Human Resource Management etc.)*



# RESEARCH AND DEVELOPMENT

## TYPES OF JOBS:

- **Laboratory Technician:**

Responsible for analysing controlled substances and biological specimens, performing other associated laboratory duties, and conducting research to stay current with advancements in laboratory technology.

## General Skills / Knowledge / Qualities:

- Analyse controlled substances and biological specimens
- Exhibit attention to detail and high accuracy
- Mathematical and statistical skills
- Able to work under pressure and meet deadlines
- Work independently and with minimal supervision
- Execute laboratory tests and procedures.
- Knowledgeable in the foundational principles, theories, and practices of clinical laboratory sciences.

## EDUCATION

*Undergraduate degree of science or equivalent in forensic science, biochemistry, chemistry or related field of discipline.*

# SOCIAL WORK AND COUNSELLING

*Professionals dedicated to helping individuals, families, and communities improve their quality of life through counselling, advocacy, and reporting.*



## TYPES OF JOBS:

- **Clinical/Forensic Psychologist:**  
Mitigate risks to the community by those who commit offences and provide support for clients and their families.

## General Skills / Knowledge / Qualities:

- Supervisory skills
- Able to handle sensitive and confidential information
- Attention to detail and demonstrated ability to meet deadlines
- Work prioritisation
- Analytical and problem-solving skills
- Work independently as well as part of a team
- Working knowledge of relevant legislation, policies and procedures
- Computer literate (e.g., Microsoft Suite)

## EDUCATION

*Doctoral degree in Forensic or Clinical Psychology with specialist training in the assessment and treatment of specialised and high-risk offender groups in a criminal justice setting.*

# SOCIAL WORK AND COUNSELLING

*Professionals dedicated to helping individuals, families, and communities improve their quality of life through counselling, advocacy, and reporting.*

- **Social Worker:**  
Perform investigations, assess clients, develop treatment plans, and evaluate progress.

## General Skills / Knowledge / Qualities:

- Strong interpersonal, verbal and written communication skills
- Exhibit time management skills
- Sound assessment and sound judgement skills
- Interpret and utilise relevant legislation, regulations, policies and procedures
- Computer literate (e.g, Microsoft Suite)
- Able to work in a stressful and demanding work environment

## EDUCATION

*Graduate degree in Social Work, Psychology Counselling or relevant field.*



# SOCIAL WORK AND COUNSELLING

*Professionals dedicated to helping individuals, families, and communities improve their quality of life through counselling, advocacy, and reporting.*

- **Family Support Officer:**

Accountable for the management of the operations and delivery of services of the Family and Child Support Office.

## General Skills / Knowledge / Qualities:

- Handle sensitive information with integrity and confidentiality
- Exhibit attention to detail with a high level of accuracy
- Time management, work prioritisation, and able to work under pressure
- Multi-tasking skills
- Computer literate (i.e., Microsoft suite)

## EDUCATION

*Undergraduate in Public/ Business Administration or Law plus a Certification from the Institute of Legal Executives and a Certificate in Supervisory Management or complete Middle Management Training through the Department of Human Resources.*

# SOCIAL WORK AND COUNSELLING

*Professionals dedicated to helping individuals, families, and communities improve their quality of life through counselling, advocacy, and reporting.*

- **Addiction Counsellor:**  
Manage a caseload of substance-dependent clients and provide substance abuse treatment

## General Skills / Knowledge / Qualities:

- Understanding of therapeutic models and techniques and treatment modalities
- Strong written and verbal communication skills
- Possess presentation and report writing skills
- Time management and organisational skills
- Exhibit high attention to detail and accuracy
- Multitask and prioritise
- Work under pressure
- Able to maintain and establish professional relationships
- Conflict management/ resolution skills
- Computer literature (i.e., Microsoft Suite)

## EDUCATION

*Undergraduate degree in a clinical discipline such as clinical psychology, social work, counselling, nursing, or relevant field of study*

# TRADES

*Jobs critical to maintaining and enhancing infrastructure and machinery.*



## TYPES OF JOBS:

- **Tradesman**  
Welder, Mechanic, Electrician, Painter, Carpenter
- **Labourer**
- **Skilled Gardener**
- **Groundsman**
- **Domestic Worker**
- **Driver**
- **Park Ranger**

## General Skills / Knowledge / Qualities:

- Technical skills per discipline
- Problem-solving skills
- Communication skills
- Attention to detail
- Able to work on a team

## EDUCATION

*Trade certificate, Bermuda National Certification, City and Guilds.*



# TRANSPORT AND LOGISTICS

*Professionals responsible for ensuring the safe and efficient movement of people and goods, both on and off-road.*

## MARINE

### TYPES OF JOBS:

- **Marine Pilot:**  
Responsible for safe navigation of vessels entering, leaving and moving within Bermuda waters.

#### EDUCATION

*HND in Nautical Science or equivalent such as the Canadian Diploma in Nautical Science plus:*

- Branch Pilot license
  - Watchkeeping Officer of the Watch Certificate or equivalent to a Commonwealth standard
  - Radio Officer / GMDSS Certificate or equivalent to a Commonwealth standard
  - Bridge Resource Management Certificate
- **Engine Driver:**  
Operates machinery, electrical and electronic equipment under the direction of the Ferry Master. Also repairs and maintains other department vessels.
  - **Marine Services Officer (Boats and Moorings):**  
Handles moorings and boat licensing, inspects boats, coordinates small boat wreck removals.



# TRANSPORT AND LOGISTICS



## TYPES OF JOBS:

- **Marine Services Officer (Ferries):**  
ensures smooth running of ferry operation, overseeing ferry scheduling and maintenance. Also ensures training is available to enable officers' further development and upskilling.

### EDUCATION

***Secondary school certificate plus:***

- Local engine drivers and “C” class pilot license
- PADI Open Waters Diving License
- Certificate in Supervisory Management

## LAND

- **Road Safety Officer:**  
Deliver road safety education by developing and executing training and awareness campaigns for schools, residents, and the broader community.

- Computer literature (e.g., Microsoft Suite)
- Organisational and project management skills
- Strong interpersonal, verbal and written communication skills
- Report writing, public speaking skills, instruction skills
- Data collection and analysis skills

### EDUCATION

***Undergraduate degree in Education, Communications or equivalent.***

# SECTION 5:

## SCHOLARSHIP AND FUNDING OPPORTUNITIES

### 5.1 PUBLIC SERVICE BURSARY AWARDS SCHEME

Our Public Service Bursary Awards Scheme provides up to \$20,000 in annual funding to Bermudians pursuing post-secondary academic qualifications in a discipline identified to meet future needs of Government Departments.

#### Eligible candidates must:

- Be Bermudian;
- Have completed no less than 5 years of schooling in Bermuda;
- Be 40 years of age or under at the date of application;
- Have been accepted into an institution of higher learning or currently undertaking courses leading to a professional, specialist or technical qualification required within the Public Service;
- Be in a specifically accredited Undergraduate or Graduate degree programme; and;
- Be planning a career in the Public Service upon completion of their education.
- For more information on our Public Service Bursary Awards, including how to apply, contact [bursary@gov.bm](mailto:bursary@gov.bm)





# SECTION 5:

## SCHOLARSHIP AND FUNDING OPPORTUNITIES

### 5.2 DR. BARBARA BALL PUBLIC HEALTH SCHOLARSHIP

The Dr. Barbara Ball Scholarship is offered for a range of health-care fields of study that benefit public health directly and are a priority to public health needs in Bermuda. Current priorities are:

- Occupational therapy
- Speech therapy
- Nursing
- Social Work
- Environmental health
- Occupational safety and health
- Doctor of Medicine (of public health need)
- Health economics postgraduate degree
- Counselling
- Doctor of Dentistry
- Dental hygiene
- Maternal care
- Clinical psychology doctorate

**Applicants must meet all eligibility requirements to be considered, including a minimum GPA of 3.0 (UK 2:2, IB 30) and demonstration of financial need.**

**Applications should be submitted through the Bermuda Scholarships Website at [www.BermudaScholarships.com](http://www.BermudaScholarships.com).**



# SECTION 6:

## *WHERE TO GO FOR MORE HELP?*

We hope we have inspired you with this introductory guide to careers in Public Service. While this is not a definitive guide, we hope that you now you have an idea of the range of opportunities available for you to explore at the Government of Bermuda.

To see jobs currently under recruitment, visit [www.govtcareers.gov.bm](http://www.govtcareers.gov.bm).

You may still be wondering... Which career will suit me? What's the best way to get ahead of the competition? What are the future prospects of these careers?

To learn more about careers in Public Service, contact the Department of Employee and Organizational Development and one of our team members will further assist you in pursuing the Public Service career of your dreams.



## Contact Us:

Department of Employee & Organizational Development

Ingham and Wilkinson Building

129 Front Street

Hamilton HM 12

Bermuda Government (441) 279 – 2820

Opening Hours: Monday to Friday, 8:30 am to 5:00 pm



GOVERNMENT OF BERMUDA