



PUBLIC NOTICE

VACANCY FOR HUMAN RESOURCES OFFICER

The Education & Employment Directorate has a vacancy for a Human Resources Officer. The purpose of this role is to provide Human Resources services to the Directorate and being the first point of contact across the Directorate on all Human Resources matters.

Some of the key tasks and responsibilities will include:

1. Lead on all Human Resources matters including recruitment, induction, staff absence, resignations, disciplinary issues, remuneration, terms and conditions of service and employee relations etc. for all staff within the directorate.
2. Undertake the role of CHRIS21 Administrator in liaison with the Corporate HR Accounts & Systems Manager. This includes monitoring annual leave and sickness absence for all employees; running monthly reports for Finance and Director as required.
3. Ensure that the HR policies and practices of St Helena Government are adhered to across the directorate.
4. Liaise with Finance Officer and Business Manager to support preparation of the staffing budget annually and monitor staff movement.
5. First point of contact for advice and support to staff and senior managements within the directorate on the application of the Code of Management and HR policies and ensuring these are adhered to at all times.
6. Oversee the updating and safekeeping of all Directorate staff electronic PFs and confidential registry.

Applicants should have a grade C or above in GCSE Maths and English, a Chartered Institute of Personnel Development (CIPD) Certificate in HR Practice, together with excellent intermediate IT skills in Microsoft Word, Excel, PowerPoint and Databases. The ability to produce clear and accurate written communication is essential. A minimum of 5 years' experience in Administration, and/or Human Resources, and experience in managing staff is also essential.

Salary for the post is at grade D, commencing at £11,034 per annum.

For further details about the post and for a copy of the Job Profile, interested persons should contact Angela Benjamin on telephone 22607 or e-mail:

angela.benjamin@sainthelena.gov.sh

Application forms which are available from Corporate Human Resources and the Education Directorate should be submitted through Directors, where applicable, to Santana Fowler, Education Learning Centre or e-mail santana.fowler@sainthelena.gov.sh by no later than 4pm on Thursday, 01 March 2018.

All appointments are subject to the successful candidate providing satisfactory clearances, including a medical check and vetting/DBS clearance. SHG reserves the right to have information provided on the application form independently verified.

SHG positively accepts applications from all members of the community regardless of race, gender, disability, age, sexual orientation, religion or belief, and will consider all applications on the basis of merit, in accordance with the person specification. All disabled applicants meeting the minimum criteria listed in the job profile will be guaranteed an interview.

Mrs Shirley Wahler
Director

15 February 2018