



St Helena
Government

PUBLIC NOTICE

VACANCY

Corporate Procurement Facilitator

FIXED TERM – 1 December 2017 to 29 June 2018

Corporate Services has an opportunity for a self-motivated individual to join their Procurement team to effectively and efficiently support and assist in the delivery of all SHG's Procurements, in accordance with SHG's Procurement Regulations. The successful applicant will be responsible for delivering Procurement Projects through appropriate compliance of regulations and effectively managing internal and external communications in terms of SHG requirements and delivery timescales.

Prospective candidates should have the following:

- GCSE in English and Maths at Grade C or above or equivalent;
- At least 2 years experience in a post that deals with the public on a regular basis;
- Good IT skills and proficient in the use of Microsoft Applications including databases.

Salary for the post is at Grade B1 commencing at £6,722 per annum.

For further details regarding the duties of the post and for a copy of the job profile, interested persons can contact Nicola Young, Deputy Head of Procurement on 22470, or via e-mail at: nicola.young@sainthelena.gov.sh.

Application forms can be obtained from Corporate Human Resources and the Reception at the Castle and should be submitted through Directors, where applicable, to Miss Nicole Peters, Corporate Human Resources, The Castle or e-mail nicole.peters@sainthelena.gov.sh by no later than 4pm on Wednesday 15 November 2017.

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.

Corporate Services

November 2017