



St Helena
Government

PUBLIC NOTICE

VACANCY FOR PRESS OFFICER

Do you have a nose for news and an active interest in current affairs? If so, come and join our small, but busy Press Office team as Press Officer. Responsible to the Head of News, you will develop and implement communication strategies and plans using a variety of activities and tactics to build and maintain good relationships between St Helena Government and all its audiences.

Applicants should ideally have the following:

- GCSE in Maths and English Language at Grade C or above, or equivalent;
- Communication or media related experience or relevant qualification such as a diploma in Journalism;
- Excellent IT skills and proficient in the use of desktop publishing;
- A minimum of one year's Administration experience.

Applicants should also have strong and persuasive verbal communication skills and the ability to produce high quality written work. Also essential is the ability to multi-task across a range of stories and communication channels.

Salary for the post is at Grade C commencing at £8,613 per annum.

For further details regarding the duties of the post and for a copy of the job profile, interested persons can contact Head of News, Kerisha Stevens, on telephone no: 22368 or via email: kerisha.stevens@sainthelena.gov.sh.

Application forms are available from Corporate Human Resources and on the SHG website at: www.sainthelena.gov.sh/vacancies/, 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 30 August 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

August 2017