



St Helena
Government

PUBLIC NOTICE

VACANCY FOR TEMPORARY EXECUTIVE ASSISTANT

Corporate Finance is seeking to recruit an Executive Assistant within the Programme Management Unit for a fixed-term period of approximately 12 months in the first instance.

The post holder will be responsible to the Capital Programme Manager for supporting the approach of the activities of the Programme Management Unit (PMU).

The main duties of the post will include:

- Obtaining project progress on all projects to include physical and financial updates;
- Preparation of monthly dashboard reports;
- Providing secretarial support to the Programme Delivery Group.

Prospective candidates should have at least GCSE Maths and English at grade C or above and at least two years relevant experience specifically accountancy and report writing.

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 Capital Programme Manager, Alfreda Yon, on telephone no: 22777 or email: Alfreda.Yon@sainthelena.gov.sh.

Application forms can be obtained from Corporate Human Resources or Corporate Finance and should be submitted through directors, where applicable, to Nicole Peters, Corporate Human Resources, The Castle or e-mail: nicole.peters@sainthelena.gov.sh by no later than Friday 4 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

25 July 2017