



St Helena  
Government

# PUBLIC NOTICE

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## VACANCIES WITHIN THE ENVIRONMENT AND NATURAL RESOURCES DIRECTORATE

**TWO WASTE MANAGEMENT SERVICES OPERATORS** - one on a permanent basis and the second on a fixed term contract until November 2017.

The successful candidate will work within a team to undertake duties such as; public and commercial refuse collection including bulky waste collection, public areas, toilets and street cleaning and provide temporary cover at Horse Point Landfill Site as required.

The successful candidates should have a valid Class C license and be able to demonstrate basic numeracy and literacy skills.

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

For further details regarding this post, interested persons should contact Mr Mike Durnford, Environmental Risk Manager on Tel No: 24724 or e-mail: [mike-durnford@enrd.gov.sh](mailto:mike-durnford@enrd.gov.sh)

Application forms and Job profiles are available from Essex House and should be submitted to the Human Resources Manager, ENRD, Essex House or e-mail: [karen-thomas@enrd.gov.sh](mailto:karen-thomas@enrd.gov.sh) by no later than Wednesday 13 July 2016.

**SENIOR ELECTRICIAN** - The Property Division is looking for a Senior Electrician to work with their small team and who will be responsible for electrical installations, testing and inspections, wiring and maintenance within SHG.

The post holder will be expected to be available for Call-out after hours on a bi-weekly basis and an allowance will be paid of £25.00 per week.

The salary for this post is £8,613 per annum and the successful candidate must hold a St Helena Wireman's license and have a clean and valid Class C Driver's licence.

For further details regarding this post, interested persons should contact Mr Anders Bowers, Senior Superintendent (Installation) on telephone number 22054 (e-mail [anders.bowers@sainthelena.gov.sh](mailto:anders.bowers@sainthelena.gov.sh))

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**FINANCE ASSISTANT** - who will work with the ENRD Support Services team at Essex House. The candidate will report to the Finance Manager and will be responsible for undertaking a wide range of accounting and procurement related tasks to ensure that the functions of the finance section are delivered effectively and efficiently. Some of the main duties will entail processing Customer and Supplier invoices and journals, preparation of the Directorate's Payroll data and Cashier duties.

The successful candidate should have GCSE's at Grade C or above in English, Maths or Accounting and an NVQ L2 in Customer Service or equivalent, or willing to work towards achieving the award. The candidate should also demonstrate proficient IT skills in Microsoft Word, Excel and Access Dimensions or similar.

Salary for the post will be at Grade A £5,771 - £6,295 per annum depending on the candidate's qualifications and experience.

For further details regarding this post, interested persons should contact Miss Lucy Cranfield at Essex House; on telephone number 22270 or e-mail [lucy-cranfield@enrd.gov.sh](mailto:lucy-cranfield@enrd.gov.sh)

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Derek Henry  
Acting Director of Environment and Natural Resources  
1 July 2016