



# PUBLIC NOTICE

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## VACANCY FOR TEMPORARY ADMINISTRATIVE SUPPORT

The Education & Employment Directorate is seeking interest from those interest is offering a Contract for Service as a Temporary Administrative Support to provide Support across the Directorate. This is a temporary vacancy and no relocation allowance or paid fares are available for overseas applicants who may apply.

Some of the tasks will include:

- Assisting the Office Assistant with Reception duties
- Processing of office mail and assisting with the delivery of urgent mail when necessary
- Assist with general administrative duties such as filing, photocopying, shredding, collating, and binding documents
- Assist with general correspondence and minute taking
- Producing adverts, registering and acknowledging training requests
- Respond to general enquires relating to training details
- Assist with the preparation of materials for trainers, tutors and staff

Applicants should be self-motivated, computer literate, have good verbal and written communication skills and have the ability to work using their own initiative.

Previous work experience in a customer services environment and GCSES at Grade C and/or above would be advantageous.

The hours of work required will be 35 hours per week and the rate payable will be at £3.30 per hour.

For further details about the post and for a list of duties, interested persons should contact Cherilee Thomas-Johnson on telephone 22607 or e-mail: [cherilee.johnson@sainthelena.gov.sh](mailto:cherilee.johnson@sainthelena.gov.sh)

Expressions of interest should be submitted, to Cherilee Thomas-Johnson, Education Learning Centre or e-mail [cherilee.johnson@sainthelena.gov.sh](mailto:cherilee.johnson@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