



**St Helena  
Government**

# **PUBLIC NOTICE**

## **SAFEGUARDING DIRECTORATE VACANCIES**

The Safeguarding Directorate is looking for dynamic and versatile candidates to work within its busy office environment. The Directorate has the following vacancies:

### **Executive Assistant**

As the Executive Assistant you will be responsible for the organisation and coordination of all improvement plans across Safeguarding as required by the Director. The post holder will act as a senior assistant for the Director in establishing effective communications and organisational arrangements; ensuring the strategic and service improvement capacity is maximised and that progress is performance managed.

The key objectives of the post are to assist the Director to improve and sustained Safeguarding and Child Protection services and facilities with a focus on supporting victim of domestic abuse; improve responses and support around Domestic Abuse; improve quality of life for persons with a disability, including greater social integration and support and to improve Older Persons Services in both residential and community settings.

The salary for this post is Grade E commencing at £14,138 per annum. For further details about the post please contact Sarah Williams on telephone no. 22713.

### **Finance Officer**

As our Finance Officer you will be responsible for all aspects of the financial function of Safeguarding, including the provision of advice and information to managers. You will also manage, monitor and report on all contracts (low and high risks), taking the lead on all directorate procurement in accordance with all relevant procedures and regulations. .

The successful candidate will possess the following:

- 3 Years relevant experience in budgeting and financial management
- Experience in Staff Management
- Experience in contracting and procurement management
- GCSE in Maths or Accounts and English Language at Grade C or above
- CAT Qualified or willing to work towards gaining the qualification

The salary grade for this post is Grade D commencing at £11,034 per annum.

For further information please contact Michael Rodden on 22713.

A copy of the job profile and an application form for both vacancies can be obtained from Sherrilee Phillips, HR & Admin Officer on 22713.

The closing date for completed applications is noon on Friday, 4 November 2016 and should be submitted to Sherrilee Phillips, Safeguarding Directorate, Brick House or emailed to [Hr.safeguarding@helanta.co.sh](mailto:Hr.safeguarding@helanta.co.sh)

*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.*

Paul McGinnety  
Ag Director

19 October 2016