



St Helena
Government

PUBLIC NOTICE

VACANCY

Assistant Secretary (Councils)/Clerk of Councils

The post of Assistant Secretary (Councils)/Clerk of Councils will shortly become vacant within the Corporate Services Directorate.

Responsible to the Head of Corporate Support, the post holder will be required to provide a comprehensive support and advisory service to the Executive and Legislative Councils.

The main duties of the post will include:

- Ensuring papers for Executive Council are properly processed to include all necessary inputs; that minutes of meetings are produced and follow up actions carried out, all within the set timeframes.
- Arranging and attending formal meetings of Legislative Council and ensuring follow up action as appropriate;
- Performing the duties of Assistant Registration Officer and Assistant Returning Officer for conducting General and Bye Elections and compiling the annual Register of Electors.

Applicants should at least have GSCE English Language and Mathematics at Grade C or above and should ideally have the following:

- Level 3 Diploma in Management
- At least 5 years administration experience at middle management level
- At least 2 years managerial experience

Applicants must be confident in dealing and communicating with senior officials and members of the public. As well as possessing excellent written and verbal communication skills, the post holder should also have the ability to plan and prioritise workloads to meet strict deadlines. Occasional out of hours work will be necessary.

Salary for the post is at Grade D commencing at £11,034.

For further details regarding the duties of the post and for a copy of the job profile, interested persons can contact the Head of Corporate Support, Carol George, on telephone no: 22470 or e-mail carol.george@sainthelena.gov.sh

Application forms can be obtained from Corporate Human Resources and Corporate Support and should be submitted through Directors, where applicable, to Jackie Moyce, Corporate Human Resources, The Castle or e-mail jackie.moyce@sainthelena.gov.sh by no later than 4pm on Tuesday, 3 July 2018.

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

19 June 2018