



**St Helena
Government**

PUBLIC NOTICE

VACANCY – CLEANER/ HANDYMAN/ DRIVER

The Environment and Natural Resources Directorate invites applications for the post of Cleaner/ Handyman/Driver within the Transport Division.

The main responsibilities will include:

- Day to day cleaning of the Administration Office/Garage Offices, Mess Room, ablutions and the fleet of pool vehicles.
- Daily checks of fuel, oils and water in all pool vehicles
- The collection and despatching of mail to and from other SHG Directorates and the public.

You are required to have a valid driving licence. Salary for this post is at Grade A3, commencing at £5771 per annum.

For further information on the above post, please contact the Foreman Mechanic, Steve Bagley on tel: 23065 or on email garage.manager@helanta.co.sh

An application form and Job Profile is available from Essex House and the Transport Division and should be submitted to the Human Resources Manager, ENRD, Essex House or e-mail karen-thomas@enrd.gov.sh by no later than Wednesday 27th June 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.

Derek Henry
Director, Environment and Natural Resources Directorate

12 June 2018