



**St Helena
Government**

PUBLIC NOTICE

VACANCY FOR TEMPORARY SUPPORT

The Judicial Services Section has an opportunity for a highly motivated individual to work in their small but busy office as Temporary Support. This post is on a temporary basis from August to January 2019.

Duties of the post include:

- Assisting with registration of trademarks and patents
- Assisting with maintaining the Powers of Attorney Registry in accordance with the Powers of Attorney Ordinance, Cap 36 and in relation to the Registered Land Ordinance, Cap 65
- Assisting the Judicial Services Manager with administration of all court related matter
- Assisting with collating court statistics
- Assisting with transcription of judicial proceedings in preparation for Supreme Court and Court Appeal Hearings and despatching to various parties

Prospective candidates should have a GCSE in Maths and English at Grade C or above or equivalent qualifications, be proficient in IT and preferably have experience in working in an administrative and people focused environment.

This post requires significant contact with the public and therefore good interpersonal, written and verbal communication skills are essential, as is the ability to maintain confidentiality. The post holder must be able to work both independently and as part of a team.

Salary for the post is at Grade B commencing at £6,722 per annum.

For further details regarding the duties of the post, interested persons can contact Yvonne Williams, Judicial Services Manager on Tel 22340 or e-mail yvonne.williams@sainthelena.gov.sh

Application forms which are available from Corporate Human Resources, should be submitted through directors, where applicable, to Gemma Lawrence, Corporate Human Resources, The Castle or e-mail gemma.lawrence@sainthelena.gov.sh by no later than 4pm on Tuesday 21 August 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.

Corporate Services

7 August 2018