



St Helena  
Government

# PUBLIC NOTICE

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## VACANCY FOR ADMINISTRATION ASSISTANT

The Safeguarding Directorate seeks a self-motivated person to join their Support Service team as an Administration Assistant. Your main role will be to provide reception duties and daily administration support to the team at Brick House.

Candidates should have GCSEs in English Language and Mathematics at Grade C or above, 1 years' experience in an administrative and customer environment, and possess minute taking skills.

The post requires Good communication and customer care skills and your ability to maintain confidentiality will be vitally important.

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

For further details regarding the duties of the post and for a copy of the job profile, interested persons can contact Sherrilee Phillips, Human Resources and Administration Officer on Tel No. 22713 or email [Sherrilee.phillips@sainthelena.gov.sh](mailto:Sherrilee.phillips@sainthelena.gov.sh)

Application forms which are available from Brick House in upper Jamestown, should be submitted through Directors, where applicable, to Miss Sherrilee Phillips, Human Resources and Administration Officer, Brick House or via the previously mentioned e-mail no later than 4pm on Thursday, 18<sup>th</sup> October 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.

Stephanie Jones (Ms.)  
Director

03<sup>rd</sup> October 2018

**Safeguarding Directorate**

Safeguarding Directorate, Brick House, St Helena Government, Island of St Helena, South Atlantic Ocean, STHL

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