



St Helena  
Government

# PUBLIC NOTICE

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## VACANCY FOR SENIOR STATISTICS ASSISTANT (Fixed-Term until 31 January 2020)

The Corporate Policy and Planning Unit is seeking to recruit a Senior Statistics Assistant to join the Statistics Office. This opportunity is on a Fixed-Term basis until 31 January 2020.

The successful applicant will be responsible for collecting, collating, analyzing and presenting data to enable evidence based decision making, monitoring and planning on St Helena. Also, to support the Statistician in the collection and publication of statistics from administrative sources, regular surveys and bespoke data collection exercises.

Applicants should have the following qualifications and experience:

- A Level Maths or equivalent
- GCSE in IT at Grade C or above or ECDL covering at least MS Word, Excel and Dimensions
- Accredited Foundation Level Statistics Qualification or A Level Statistics
- Accredited Foundation Level qualification in Project Management
- At least 5 years' experience working with data collection and statistical analysis
- Proven experience in developing and presenting survey materials

Salary for the post is £8,613 per annum.

For further details about the post, interested persons should contact Neil Fantom, Statistician on telephone number 22138 or e-mail: [neil.fantom@sainthelena.gov.sh](mailto:neil.fantom@sainthelena.gov.sh).

Application forms can be obtained from Corporate Human Resources and Corporate Finance and should be submitted through Directors, where applicable, to Gemma Lawrence, Corporate Human Resources, The Castle or e-mail [gemma.lawrence@sainthelena.gov.sh](mailto:gemma.lawrence@sainthelena.gov.sh) by no later than 4pm on Friday, 25 January 2019.

*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**

**11 January 2019**