



**St Helena  
Government**

# VACANCY

## PORTFOLIO ASSISTANT

*Are you a highly motivated individual looking to do something new or different? Are you able to provide a high quality personal administration service to a Portfolio Director and Committee Chairman/Minister that supports the smooth running of Portfolios and delivers a high quality, customer focused service? If so, this is a new post which forms part of the Central Administration Team whose role it is to support Portfolios to function effectively.*

**Applicants should have the following qualifications and/or equivalent level of experience:**

- A Level 2 or above qualification in a relevant subject – such as English, ICT, Business Administration etc. or equivalent level of demonstrable attainment or experience.
- Able to work on own initiative, demonstrates attention to detail and excellent interpersonal skills, with the ability to communicate effectively and professionally and remain calm and polite under pressure
- Awareness of Council Committee Rules, the Constitution of St Helena and Legislative Council Code of Conduct
- Confident in using ICT systems relevant to role, including Management Information Systems and MS Office

**We offer the following:**

**Salary:** £8,613—£10,765 per annum depending on qualifications and experience

**Leave:** 25 days per annum

**Pension:** 15% pension contribution into approved defined contribution pension scheme

**Paid Sickness Absence**

**Flexible working hours scheme**

**Further information** about the duties of the post, interested persons should contact:

Carol George, Head of Corporate Support on telephone number 22470 or email: [carol.george@sainthelena.gov.sh](mailto:carol.george@sainthelena.gov.sh)

**Job Profile** and **Application forms** are available from:

Corporate Human Resources or the SHG website at: [www.sainthelena.gov.sh/vacancies](http://www.sainthelena.gov.sh/vacancies). Applications should be submitted through Directors, where applicable, to Tina Sim, Senior HR Officer, The Castle or e-mail [recruitment@sainthelena.gov.sh](mailto:recruitment@sainthelena.gov.sh) by no later than **4pm on Wednesday, 11th August 2021**.

**To be considered for this role, you must complete our application form. Failure to do so will mean that your application will not be considered.**

**Please do not submit your CV.**

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. 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.