



**St Helena  
Government**

# VACANCY

## INVESTMENT COORDINATOR

*Permanent post - Treasury, Infrastructure and Sustainable Development Portfolio*

*Working as part of our new Sustainable Development Team you will act as the 'single point of contact' for investors, ensuring that the Investment Strategy is delivered through investment enabling and that business investors are given a good customer service experience.*

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

- Good knowledge of St Helena's investment policy and strategy, and experience in a customer focused environment.
- Experience working in the Private Sector outside of Government
- A Level 3 or above qualification in business studies or equivalent level of demonstrable attainment or experience
- Strong interpersonal skills including motivational, negotiating, influencing and relationship building

**We offer the following:**

**Salary:** £14,138 - £17,673 per annum

**Leave:** 30 days per annum

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

**Paid Sickness Absence**

**Flexible working hours scheme**

**Training opportunities**

**Further information** about the duties of the post and a copy of the job profile, interested persons should contact:

Nicole Shamier, Chief Government Economist on telephone number 22470 or email: [Nicole.shamier@sainthelena.gov.sh](mailto:Nicole.shamier@sainthelena.gov.sh)

**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 Dianne Venning, Human Resources Officer, The Castle or e-mail [recruitment@sainthelena.gov.sh](mailto:recruitment@sainthelena.gov.sh) by no later than **4pm on Monday, 1 March 2021**.

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.

Benefits are subject to change and may only apply to certain roles.