



St Helena  
Government

# VACANCY

## SUSTAINABLE DEVELOPMENT SUPPORT OFFICER

Treasury, Infrastructure and Sustainable Development Portfolio

*Are you a highly motivated individual looking for a career change or to progress your career? Would you like to support the Sustainable Development Team deliver the goals of the Sustainable Economic Development Plan? If so, this could be an opportunity for you to join their team.*

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

- **A Level 2 or above qualification in a relevant subject (eg English, ICT, Business Administration) or equivalent level of demonstrable attainment or experience**
- **Effective administrative skills with understanding of the need for confidentiality**
- **Experience of using information to develop solutions and solve problems**
- **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**
- **Confident in using ICT systems relevant to role, including MS Office**

We offer the following:

Salary: £8,613 - £10,765 per annum

Leave: 25 days per annum

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

Paid Sickness Absence

Flexible working hours scheme

Training opportunities

Career Progression Scheme

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

Melissa Fowler, Investment Coordinator on telephone number 22470 or email: [melissa.fowler@sainthelena.gov.sh](mailto:melissa.fowler@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 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 Thursday, 12 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.

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

