



**St Helena
Government**

VACANCY

HUMAN RESOURCES ASSISTANT (Fixed Term 1 year contract) *Central Support Service Portfolio*

Are you a highly motivated individual with strong administrative skills who demonstrates attention to detail and works methodically, responding to changes to meet deadlines? Do you know how to handle, resolve and escalate enquiries and pass on information promptly?

Central HR is a fast paced working environment offering an exciting opportunity and we would like to hear from YOU!

Applicants should have the following:

- 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
- Proven and effective administrative skills/experience
- Experience in using ICT systems including Management Information Systems and MS Office

We offer the following:

Salary: £6,722 per annum
Leave: 25 days per annum
Paid Sickness Absence
Flexible working hours scheme

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

Mrs Clare O'Dean, Assistant HR Business Partner on telephone number 22470 or email: clare.o'dean@sainthelena.gov.sh

To access the Job Profile and Application forms click here or alternatively, both are available from: Central Human Resources. Applications should be submitted through Directors, where applicable, to Camilla Thomas, Trainee Human Resources Assistant, The Castle or e-mail recruitment@sainthelena.gov.sh by no later than **4pm on Tuesday 25th October 2022. 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.