



**St Helena
Government**

Assistant Logistics Coordinator

Casual position on a 6 months fixed-term contract within *Safety, Security & Home Affairs Portfolio*.

Are you a highly self-motivated individual with good organisational skills? Do you have the ability to use your own initiative in making confident decisions? We are looking for you to support with the safe movement of cargo and goods on the Jamestown Wharf and Ruperts Jetty. This is a casual role on a fixed-term bases that will assist the team with ensuring St Helena's Port's are managed in accordance with relevant Ordinance and in a safe and efficient manner.

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

- **Functional skills Literacy Level 1**
- **Driving Licence Classes A, B, C, D, E, F, H3 and J3**
- **Considerable experience of Wharf Management, Harbour and Cargo Operations and Port Security duties.**

We offer the following:

Salary: £8,613 per annum

Further information about the duties of the post and a copy of the job profile, interested persons should contact: Steve Kirk, Harbour Master on telephone number 22750 or email: steve.kirk@sainthelena.gov.sh

Application forms are available from:

Central Human Resources or the SHG website at: www.sainthelena.gov.sh/vacancies. Applications should be submitted through Directors, where applicable, to Anya Richards Human Resources Officer, The Castle or e-mail recruitment@sainthelena.gov.sh by no later than **4pm on Tuesday, 24th January**. **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.