



**St Helena
Government**

VACANCY

Administration Support - Inclusion

(Education, Skills & Employment Portfolio)

Do you have good organisational skills with the ability to plan, prioritise work and can meet deadlines? If so, the Inclusion Section has an opportunity for you to join their small team to provide an efficient and effective administration service.

Applicants should have the following qualifications and/or demonstrable 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.
- Clerical experience including working in a secretarial role
- Good IT skills including ability to use Microsoft applications

We offer the following:

Salary: £6,722 per annum (Grade B)

Leave: 25 days per annum

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

Paid Sickness Absence

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

Saheed (Ed) Oyewo (Inclusion Manager), on telephone number 24543 or email: Saheed.Oyewo@supportservices.edu.sh

To access the **Job Profile** and **Application forms** online visit www.sainthelena.gov.sh/government/vacancies or alternatively, both are available from: Central Human Resources & Organisational Development. 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, 14 March 2023**.

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.