



**St Helena
Government**

VACANCY

ADMINISTRATIVE ASSISTANT

6 Month Fixed Term Contract
(Central Support Service)

The Administrative Assistant within Central Support Services is responsible for completing straightforward administrative processes that support the smooth running of Portfolios and delivering a high quality, customer focused service. We are seeking a highly motivated individual who works methodically and has a keen eye for detail that can provide administrative support across the Portfolios

We offer the following:

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

- **Level 2 or above qualification in relevant subject e.g English, ICT, Business Administration**
- **Confident in using ICT systems relevant to role, including Management Information Systems and MS Office**

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

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

Carol Henry, Head of Administration Support Service on telephone number 22470 or email: carol.henry@sainthelena.gov.sh

Job Profile and **Application forms** are available from:

Central Human Resources & Organisational Development or the SHG website at: www.sainthelena.gov.sh/vacancies. Applications should be submitted through Directors, where applicable, to Camilla Thomas, Trainee Human Resources Officer, The Castle or e-mail recruitment@sainthelena.gov.sh by no later than **4pm on Tuesday 21 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.