



**St Helena
Government**

VACANCY

HOUSING ASSISTANT

(3-month fixed term contract)

(within *Treasury, Infrastructure & Sustainable Development Portfolio*)

If you are a highly motivated individual with excellent communication skills, then here is an opportunity for you to join the team at the Property Section, where you will provide an effective and high quality administrative support to the Housing Management Service.

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

- **GCSE Maths and English at Grade C or above or equivalent**
Applicants without a Level 2 qualification in Maths and English may still apply and can undertake a Functional Skills assessment as part of the recruitment process)
- **Valid Drivers License Class A**
- **Chartered Institute of Housing Level 3 Certificate in Housing Practice (QCF) or**
be willing to work towards this
- **Experience in a front line customer-facing service and in an office based environment**

We offer the following:

Salary: £8,613 per annum

Leave: 25 days per annum

Pension: 15% pension contribution into approved Defined Contribution Pension Scheme

Paid Sickness Absence

Flexible Working Hours Scheme

Further information about the duties of the post and a copy of the job profile, interested persons should contact: Nikita Crowie, Deputy Head of Property on telephone number 22270 or email: nikita.crowie@sainthelena.gov.sh.

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 Sharina Williams, Human Resources Officer, The Castle or e-mail recruitment@sainthelena.gov.sh by no later than **4pm on Friday, 06 April 2023**.

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.