

Join us!

We are recruiting...



St Helena
Government

Programme Manager (£18,508 - £22,988 per annum)

Are you interested in making a positive impact for our community? Do you have experience of being a programme or project lead? If so the Programme Management Office (PMO) is seeking a Programme Manager to join our team. This is a key role required to deliver strategically important transformational change at a national level. Working across a number of diverse programmes you will ensure the benefits of each are realised through effective leadership.

Contact us for more information and a discussion.

Enquiries: Paul Cherrett on 22270
Closing date: 18 September 2023

Senior Care Assistant (Ebony View) (£9,605 per annum)

The Health & Social Care Portfolio is seeking to employ a highly motivated individual with experience in working with service users with challenging behavior to be a Senior Care Assistant at Ebony View. You will have strong leadership skills with the ability to mentor junior staff. You could also be required to work within other areas within Social Care at the same level.

Enquiries: Jay Espinosa on 23343
Closing date: 19 September 2023

Assistant PAYE Officer (£7,341 per annum)

The Treasury section is looking for an individual who has an interest in working with Tax. The individual will have the opportunity to work with the day to day management of the PAYE system, auditing the Tax data for individual employee, tax payers and dealing with tax queries ensuring all PAYE taxes are collected in line with the Income Tax Ordinance.

Contact us for more information and a discussion.

Enquiries: Gillian Knipe on 25880
Closing Date: 25 September 2023

Benefits

Leave – 25/30 days leave per annum, according to grade, plus public holidays

Pension – 15% pension contribution by SHG into approved defined contribution pension scheme

Training and Development

Paid sickness absence

How to apply

To access job profiles and application forms online, visit www.sainthelena.gov.sh/government/vacancies Alternatively, these are available in paper format from Central Human Resources and Organisational Development at The Castle, Jamestown.

For further information, please contact the recruitment team on telephone number **22470** or via the email address below.

Applications should be submitted to the Human Resources Officer by email recruitment@sainthelena.gov.sh or paper copies delivered to the Human Resources Officer by the closing date.

To be considered for our vacancies, you must complete our application form. Please do not submit your CV.

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Budget Assistant (£7,341 per annum)

Are you a highly motivated individual looking for a career change or to progress career?

The Treasury Directorate is seeking to recruit a Budget Assistant. In this role you will support Budget Holders and Accounting Officers in the completion of budget reports, and variance and trend analysis to support decision making. You'll be an effective communicator and willing to learn and deliver SHG's internal financial processes.

Enquiries: Joanne Jonas on 22470
Closing date: 26 September 2023

Portfolio Assistant (£9,197 per annum)

The Central Support Service is seeking to employ a highly motivated individual to provide a high quality personal administration service to the Portfolio Director and Minister for the Economic Development Portfolio which supports the smooth running of Portfolios and delivers a high quality, customer focused service.

Enquiries: Damian Burns on 22470
Closing date: 26 September 2023

Senior Human Resources Assistant (£9,197 per annum)

The Senior HR Assistant is responsible for undertaking a range of HR transactional processes to ensure the delivery of a high quality HR service. Keys areas include recruitment and selection, leavers, contractual changes and employment related policies and procedures.

Contact us for more information and a discussion.

Enquiries: Sharnell Benjamin on 22470
Closing date: 19 September 2023

Benefits

Leave – 25/30 days leave per annum, according to grade, plus public holidays

Pension – 15% pension contribution by SHG into approved defined contribution pension scheme

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Pest Control Operator (£7,341 per annum)

The environmental health section are seeking to recruit a Pest Control Operator, in this role you will be responsible to the Senior Works Supervisor (Pest Control) for the providing of an efficient and effective pest management service against those pest of public health significance throughout the island. This will involve carrying out the day-to-day activities of the Pest Control Unit of the Environmental Health Section, Health and Social Care Portfolio.

Enquiries: Georgina Young on 22713
Closing date: 26 September 2023

Learning & Development Officer (£11,542 per annum)

An exciting opportunity exists within our Central HR & Organisational Development section. In this role you would be working collaboratively to embed a learning culture within the Public Service. Your focus would be to support the design and delivery of core training and ensuring that staff learning and development needs are met. You will lead on and support the OD Advisor to deliver an effective, professional learning and development function that contributes to the development of a high performing organisation.

Enquiries: Laura Stroud on 22470
Closing date: 26 September 2023

Benefits

Leave – 25/30 days leave per annum, according to grade, plus public holidays

Pension – 15% pension contribution by SHG into approved defined contribution pension scheme

Training and Development

Paid sickness absence

How to apply

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