

# Join us!

## We are recruiting...



St Helena  
Government

### Portfolio Assistant (£9,197 per annum)

Central Support Service is seeking to employ a highly motivated individual to provide high quality personal administration service to the Portfolio Director and Minister for the Economic Development Portfolio. The Portfolio Assistant will support the smooth running of the Portfolio and deliver excellent customer focused service.

Contact us for more information and a discussion.

**Enquiries:** Damian Burns on Tel No. 22470  
**Closing date:** 16 January 2024

### 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.

Contact us for more information and a discussion.

**Enquiries:** Georgina Young on Tel No. 22713  
**Closing date:** 23 January 2024

### Housing Officer (£9,197 per annum)

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.

Contact us for more information and a discussion.

**Enquiries:** Melissa Fowler on Tel No. 22270  
**Closing date:** 17 January 2024

### Benefits

**Leave** – 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](http://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](mailto: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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**Programme & Project Coordinator**  
(£11,542 - £14,215 per annum)  
A Market Enhancement of £3,500 per annum will apply and be reviewed after a 2 year period

In this role, the Programme & Project Coordinator will be required to collaborate with all functions of the PMO, including elements of project planning and delivery, as well as work to improve overall project and programme capacity.

Contact us for more information and a discussion.

**Enquiries:** Paul Cherrett on Tel No. 22270  
**Closing Date:** 18 January 2024

**Cloud Forest Project Conservation Technician**  
(£7,341 per annum)

The Conservation Technician will assist with the delivery of project objectives under the CSSF funded Cloud Forest Project through innovative invasive plant management techniques. You will be responsible for the day-to-day specialist restoration fieldwork activities under the project and supporting the Peaks Management team.

Contact us for more information and a discussion.

**Enquiries:** Shayla Ellick on Tel No 24724  
**Closing date:** 23 January 2024

**Sea Rescue Crew (Auxiliary)**  
(£5.00 per hour) 18 years +

Are you keen to improve the lives of all within our community and help the island thrive by protecting and saving lives at sea? If you are a highly motivated and enthusiastic individual with the ability to remain calm under extreme physical and mental pressure, then the St Helena Sea Rescue Service has an opportunity for you to join their team. The successful applicant will receive a monthly retainer of £70 on completion of basic training.

Contact us for more information and a discussion.

**Enquiries:** Leeroy Caswell or Mark Caswell on Tel No 25052  
**Closing date:** 25 January 2024

### Benefits

**Leave** – 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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