

Join us!

We are recruiting...



St Helena
Government

Tourism Officer (1- year Fixed Term) (£13,948 per annum)

Tourism is one of St Helena's key economic drivers. Are you a highly motivated individual looking for a career change or to progress your career? Do you have excellent interpersonal skills and the ability to develop productive relationships with tourism stakeholders? If so, the Economic Development Portfolio has an opportunity for you to join their team in the Tourism Section. You will be primarily involved in providing island information to visitors, but also involved in promotions, marketing and product development, raising awareness about the island whilst ensuring its attractions and services are improved to help ensure a quality visitor experience.

Contact us for more information and a discussion.

Enquiries: Matthew Joshua on Tel No 22158

Closing date: 27 February 2024

Receptionist (£6,643 per annum)

Do you have excellent verbal communication and customer care skills and the ability to deal with customers from diverse backgrounds either by telephone or in person? If so, Central Support Services is seeking to recruit a Receptionist to be based at Essex House. You will be the first point of contact for all visitors, ensuring a positive and professional environment for the reception point. In addition to answering the telephone, directing and screening calls as necessary, you will be required to welcome visitors, direct them to their correct destination, maintain an awareness of staff movements in and out of the site, monitor visitor access and maintain security awareness.

Contact us for more information and a discussion.

Enquiries: Carol Henry on Tel No 22470

Closing date: 19 February 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 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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Community Nurse (£11,542 per annum)

Are you a highly motivated individual looking for a career change or to progress your career? If so, The Health & Social Care Portfolio has an opportunity for you to join their team. The Community Nurse will manage a caseload of patients under the direction of the Sister or Community Nursing Officer. Working within the community either at the District Clinics or in the patient's home. Deliver Nursing Care as part of a team. Will support the Sister in the delivery of an efficient/effective nursing service and has responsibility for assessment, planning, delivery and evaluation of care. The occasional out of normal working hours will be expected for clients at home needing palliative care and end of life care.

Contact us for more information and a discussion.

Enquiries: Jackie Henry on Tel No 22500
Closing date: 27 February 2024

Sea Rescue Crew (Coxswain) (Starting at £9,197 per annum)

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.

Applicants must be 18 years of age, Must be able to swim and pass a fitness test.

Contact us for more information and a discussion.

Enquiries: Leeroy Caswell (leeroy.caswell@helanta.co.sh) or Mark Caswell (mark.caswell@helanta.co.sh) on 25215

Closing date: 27 February 2024

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JOIN THE PUBLIC SERVICE

Vocational Instructor (Building Maintenance) (£10,218 - £11,035)

Are you interested in working with young people and want to be a part of shaping their future? Then join the team and become a Vocational Instructor at PAS. You will be responsible for planning, preparing and effectively delivering programmes of study in Building Construction to designated classes in KS4 and KS5, catering for all abilities of students. You must have the required qualifications and demonstrable experience/skills, must have experience in IT applications, be committed to safeguarding and promoting the welfare of young people, have good communication skills and be able to interact with students, parents and colleagues.

Contact us for more information and a discussion.

Enquiries: Isabel Andrews on Tel no: 24290

Closing date: 27 February 2024

GIS Topographical Surveyor (£9,197 per annum)

Do you have experience and knowledge of surveying and would like to join the GIS team within Central Support Services? Well this is your opportunity. There is a vacancy for a GIS Topographical Surveyor who will be responsible for managing topographic surveys for the development of geospatial data of physical infrastructure, utility services and topography. You will also support development of the St Helena Environmental Information System (SHEIS), including providing support to GIS Users and promoting the use of GIS throughout SHG.

Contact us for more information and a discussion.

Enquiries: Devlin Yon on Tel No 22270

Closing date: 19 February 2024

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SHG positively accepts applications from all members of the community, regardless of age, gender, disability, age, sexual orientation, religion or belief and will consider all applications on the basis of merit assessed against the role profile and person specification. All appointments are subject to the successful candidate providing satisfactory clearances, which include a medical check, betting / DBS clearance and references. SHG reserves the right to have information provided on or with the application independently verified. Benefits are subject to change and may vary according to role.

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JOIN THE PUBLIC SERVICE

HR Manager

(£26,341 - £29,129 per annum based on experience)

About the role:

This is a unique opportunity to carry out an interesting and varied role, supporting and leading a busy HR team across all aspects of its Public Service-wide responsibilities. The role will add value and further enhance capacity and delivery capability to a highly committed and engaged HR team, which operates within well-defined HR policy and practice and to a clearly defined business partnering model.

What you'll do:

Reporting to the Head of HR and Organisational Development, and responsible for line managing the HR Business Partners, you will have accountability for ensuring the consistent, smooth and efficient running of the HR operational function. This spans all areas of HR, including recruitment, employee relations case work, contracts, projects, pay and reward and everything required to deliver an efficient HR service for the Public Service of approximately 900 employees. We work in a friendly and positive environment, and as the manager of the business partner function, you will also work closely with other senior team members in employee relations, policy, learning and development and organisational development. You will support the Head of HR and Organisational Development in the delivery of some key projects, acting as their deputy when required and taking the lead in any complex operational or legal matters as they arise. The successful candidate will bring a strong background of managing a full HR function, will be able to add value and knowledge to the existing skillset, and will be willing to work across all aspects of HR to enhance the capacity of the team.

What you'll bring:

You'll be an experienced HR generalist with significant demonstrable HR delivery experience, ideally in a medium- to large-sized organisation, leading an HR team of HR professionals / business partners. You'll be up-to-date with UK employment legislation (from which St Helena employment regulations derive, with some local differences) and best practice. The ability to motivate, lead and develop other HR professionals is essential as is building credibility with other Public Service officers. You will be flexible, adaptable, resilient and able to work in a positive but demanding environment, leading on change processes as required, engaging with a wide range of stakeholders at all levels across the Public Service and Government. Please contact us for a Job Profile.

Enquiries: Carolyn Nutkins on carolyn.nutkins@sainthelena.gov.sh

Closing date: Friday 01 March 2024

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