

Join us!
We are recruiting...



**St Helena
Government**

Blue Belt Project and Communications Administrator (1- year Fixed Term) (£11,542 per annum)

An exciting opportunity has arisen within the Marine & Fisheries Conservation Section of ENRP, this role will be primarily responsible for the communication requirements and project administration in relation to the UK Governments Blue Belt Programme. The aim of the role is to raise awareness of St Helena’s category 6 Marine Protected area within the local and global communities and to ensure SHG has sound governance and timely action of the programme requirements in terms of resources, financial and administrative management. We are seeking a motivated individual who has a keen eye for detail, has the ability to apply sound judgement and who possesses excellent communications and project planning skills.

Contact us for more information and a discussion.

Enquiries: Kirsty Jones on Tel no. 25966 or Email Kirsty.jones@sainthelena.gov.sh

Closing date: 17 April 2024

Economic Development Officer (£9,197 - £11,239 per annum)

SHG’s Economic Development Portfolio is seeking a dynamic individual to help deliver the island’s economic development strategy. You will work flexibly across the services and functions of the Portfolio - assisting with research, analysis, policy writing, project coordination, and operational delivery of policies and projects. These areas of work will include tourism, trade and investment, civil aviation, property, and financial services development.

You will work directly with stakeholders from a variety of growing economic sectors, including those set to be enabled by improved digital connectivity.

This is a varied role with the opportunity for significant training, development, and career growth in one or more of the Portfolio’s services and functions. The successful applicant will display a commitment to making St Helena an attractive place to live, learn, work, and invest. You will be expected to display a genuine desire to work with a diverse team to deliver positive outcomes for the community.

Contact us for more information and a discussion.

Enquiries: Damian Burns on Tel no. 22470 or Email Damian.Burns@sainthelena.gov.sh

Closing Date: 16 April 2024

Benefits

Leave – 30 days leave per annum, 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/governments/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 through the Director (where applicable) 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.

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, vetting / 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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**Fixed Term 1:1 Teaching Assistants
(Harford Primary)
(£7,823 - £8,114 per annum)**

Do you have a passion for Education? We are looking to recruit a Teaching Assistant to provide assistance to the class teacher by supporting teaching and learning in the school/classroom environment. The individual needs to be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and have good communication skills to be able to communicate between students, parents and colleagues.

Contact us for more information and a discussion.

Enquiries: Carlean Crowie on Tel no. 24719 or Email Carlean.Crowie@primary.edu.sh

Closing date: 23 April 2024

**Human Resources Support Officer
(£7,341 per annum)**

We are looking for an enthusiastic individual to fill the role of Human Resources Support Officer, responsible for undertaking a range of important financial and administration duties. This includes setting up and maintaining spreadsheets for expenditure accounting of our budgets, producing documents to support reporting and decision-making, and HR payroll administration, Contact us for more information and a discussion.

Enquiries: Delma Stevens on Tel no. 22470 or Email delma.stevens@sainthelena.gov.sh

Closing date: 17 April 2024

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

Here is a great opportunity to start your career in HR! Central Human Resources is seeking to recruit a motivated and enthusiastic individual to join our HR Transactional team. In this post, you will be 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, processing of leavers, contractual changes and providing advice on employment related policies and procedures. Contact us for more information and a discussion.

Enquiries: Sharina Williams on Tel No 22470 or Email sharina.williams@sainthelena.gov.sh

Closing date: 23 April 2024

Benefits

Leave – 30 days leave per annum, 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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JOIN THE PUBLIC SERVICE

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 or Email**
Paul.Cherrett@sainthelena.gov.sh

Closing date: 23 April 2024

Benefits

Leave – 30 days leave per annum, 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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Applications should be submitted through the Director (where applicable) 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.

Support Workers x 2 - 6 months Fixed

Term Contract

(£7,341 - £8,946 per annum)

Are you interested in providing assistance and direction to persons living within Sheltered Housing which will enable them to live relatively independent but, with an oversight of support for their wellbeing?

Contact us for more information and a discussion.

Enquiries: **Hannah Herne on Tel No 23230 or Email**
Hannah.Herne@sainthelena.gov.sh

Closing date: 24 April 2024

Accounts Assistant (1 x Permanent and 1 x Fixed-Term up to November 2024)

(£7,341 per annum)

Are you a highly motivated individual with good teamwork and a problem-solving skills? If so, Central Finance has an opportunity for you to join their team. You will ensure efficient and accurate entry of financial data through the government accounting system and the effective monitoring of St Helena Government's transactions.

Contact us for more information and a discussion.

Enquiries: **Charmaine Murawu on Tel No or Email**
Charmaine.Murawu@sainthelena.gov.sh

Closing date: 24 April 2024

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, vetting / 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.