

Join us!
We are recruiting...



**St Helena
Government**

JOIN THE PUBLIC SERVICE

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

1:1 Teaching Assistant (Prince Andrew School) (£7,823 per annum)

Do you have a passion for Education? We are seeking 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: Carolyn Yon on Tel No or Email
Carolyn.Yon@princeandrew.edu.sh

Closing date: 30 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/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 through the Director/Line Manager (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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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 25215 or
Email: leeroy.caswell@helanta.co.sh or mark.caswell@helanta.co.sh
Closing date: 30 April 2024

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

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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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

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

Support Workers x 2 - 6 months Fixed Term Contract (£7,502 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

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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