

Join us!

We are recruiting...



St Helena
Government

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: 08 May 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 25215 or Email: leeroy.caswell@healnta.co.sh or mark.caswell@helanta.co.sh

Closing date: 30 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/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/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.

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JOIN THE PUBLIC SERVICE

Senior Staff Nurse (£13,146 per annum)

The Health & Social Care Portfolio is looking for an individual to deliver high quality evidence based nursing care within the hospital setting under the direction of the Hospital Sisters/Charge Nurses and the Senior Nursing Officer. The Senior Staff Nurse will support the Sister in the delivery of an efficient/effective nursing service and will be responsible for assessment, planning, delivery and evaluation of care. Please contact us for further discussion

Enquiries: Marilyn Essex on Tel No 22500 or Email
marilyn.essex@sainthelena.gov.sh

Closing date: 08 May 2024

Deputy Head of Maritime – Fixed Term until 31 March 2025 (£14,585 per annum)

Here is a great opportunity to start your career in Maritime. As the Deputy Head of Maritime you will improve the lives of all within our community and help the island thrive by providing a support role to the Head of Maritime. The Deputy Head of Maritime will ensure that they can assist the Head of Maritime in systems and processes required to adhere to international and national maritime obligations and to the standard required to satisfy the obligations. In addition the Deputy Head of Maritime will provide a supporting role to other SHG officials in the design and delivery of the desired systems and processes where necessary. This will include direct support to the development of policy across the services, oversight of policy performance and review as necessary. Please contact us for further discussion

Enquiries: Mia Henry on Tel No 25970 or Email
mia.henry@sainthelena.gov.sh

Closing date: 07 May 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: Myra Young on Tel No 24724 or Email
myra.young@sainthelena.gov.sh

Closing date: 08 May 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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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.