

Join us!

We are recruiting...



St Helena
Government

Head of Communications (£30,224 per annum)

Are you a confident leader with advanced written and verbal communication skills? Do you have the ability to multi-task across a wide range of news and communications channels? Can you plan and manage multiple communications projects and have an in-depth knowledge of public sector media handling? The Central Support Services currently has an opportunity to head the Communications Hub. In this role, supported by a small team, you will coordinate and lead the entire portfolio of St Helena Government communications as well as proactively support and advise the Chief Secretary, Portfolio Directors, senior officials and Ministers on all communications and media matters.

Contact us for more information and a discussion.

Enquiries: Carol Henry on Tel No 22470 or Email
carol.henry@sainthelena.gov.sh

Closing date: 22 May 2024

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 or Email
Jackie.henry@sainthelena.gov.sh

Closing date: 22 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

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.

Join us!
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**St Helena
Government**

**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. Key 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: 22 May 2024

**CASUAL KITCHEN ASSISTANTS x3
(£4.03 per hour)**

The Health & Social Care Portfolio is seeking to recruit 3 highly motivated individuals to work as Casual Kitchen Assistants within the Community Care Centre. The successful candidates will be responsible to the Head Cook and Cooks for the provision of high quality domestic and catering services at the Community Care Centre and Hospital, to include all cleaning, kitchen duties and assisting the cooks with food preparation, which includes delivering of meals. The successful candidates will also be responsible for ensuring the unit kitchen areas in the Community Care Centre are maintained in line with the cleaning schedules.

Contact us for more information and a discussion.

Enquiries: Michelle Clingham on Tel No 23090 or Email michelle.clingham@sainthelena.gov.sh
Closing date: 22 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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