

Join us!

We are recruiting...



St Helena
Government

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

Do you have a flair for figures with good attention to detail and is proficient in Microsoft excel? If so come join our HR team in the role of Human Resources Support Officer where you will be responsible for undertaking a range of financial and administration duties. This includes setting up and maintaining spreadsheets and producing accurate payroll data. This will be a good opportunity for you to contribute to capturing HR data to support the efficient running of HR. Contact us for more information and a discussion.

Enquiries: Clare O’Dean on Tel No 22470 or Email clare.odean@sainthelena.gov.sh

Closing date: 29 May 2024

Human Resources Assistant (£7,341 per annum)

We are looking for a highly motivated individual to undertake a range of HR transactional processes and deliver a high quality HR service. You will be required to provide administration duties in connection with recruitment and selection, processing of leavers and contractual changes in accordance with employment related policies and procedures. This is a great opportunity to start your career in HR if you are a motivated, self-starter who has a passion for delivering great customer service and administration. Contact us for more information and a discussion

Enquiries: Sharina Williams on 22470 or Email Sharina.williams@sainthelena.gov.sh

Closing date: 29 May 2024

Communications Officer (£9,197 per annum)

The Communications Officer will work across the Communications Hub to deliver successful external and internal communications by using a range of communications channels to deliver internal news and content including the intranet, video, newsletters and events, and support the delivery of external news to the public, press, media and stakeholders. Contact us for more information and a discussion

Enquiries: Jamie Drabble on 22470 or Email jamie.drabble@sainthelena.gov.sh

Closing date: 29 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.

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Carpenter (Building Maintenance) (Salary ranging from £6,722 - £8,465 per annum depending on qualifications & experience)

The Carpenter will be required to deliver daily operations and maintenance services within the Building Maintenance Section. You will be responsible to the Foreman (Works) for the daily operations and services within the Building and Maintenance section in the execution of carpentry, woodwork and other building related tasks, which includes assist the decorators, plumbers/drainage and mason team.

Contact us for more information and a discussion.

Enquiries: Rex Young on Tele No 22056 or Email
Rex.Young@sainthelena.gov.sh

Closing date: 29 May 2024

Assistant Caretaker – PAS (£7,341 per annum)

Are you a motivated individual with good handyman experiences? If so, this could be the perfect job for you. As the Assistant Caretaker, you will be responsible for supporting and ensuring the management, maintenance, safety and security of the whole premises of Prince Andrew School including Francis Plain playing field so that it is kept in good condition for use by the school population and the wider community of St. Helena.

Contact us for more information and a discussion.

Enquiries: Stuart Leo on Tele No 24290 or Email
stuart.leo@princeandrew.edu.sh

Closing date: 28 May 2024

Deputy Head Teacher (Harford Primary) (Fixed Term) (£19,852 per annum)

Are you looking to progress in your career within the teaching profession and take on a leadership position? Then this is the opportunity for you. The Deputy Head Teacher will provide assistance to the Head Teacher of Harford Primary to ensure the effective and efficient management, organisation and administration of a primary school including Nursery provision. Contact us for more information and a discussion.

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

Closing date: 28 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

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**General Teaching Assistant (Prince Andrew School)
(£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: Carolyn Yon on Tel No 24290 or Email Carolyn.Yon@princeandrew.edu.sh

Closing date: 29 May 2024

**Higher Level Teaching Assistant (Prince Andrew School)
(£9,401 per annum)**

Are you looking for a new challenge? Here is an opportunity for you to further your career in the teaching profession. The Higher Level Teaching Assistant takes on the responsibility of planning, preparing and teaching 25% of the Schools Teaching Time Table including any specific support groups and lesson cover in the absence of the Class Teacher. You will also assist with supervising the children in the playground to ensure pupils feel safe and secured in the school environment, and to have a good level of written and verbal communication to be able to interact with between all students, colleagues and Parents. Contact us for more information and a discussion.

Enquiries: Carolyn Yon on Tel No 24290 or Email Carolyn.Yon@princeandrew.edu.sh

Closing date: 29 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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Emergency Care Assistant (£9,197 per annum)

The Health Services, Emergency Services team are seeking to recruit an enthusiastic individual to undertake an exciting development post as an Emergency Care Assistant, to join the team in providing an Emergency Ambulance and Emergency Department service under the direction of the Paramedics. The role will see the successful applicant undertake the Level 3 and Level 4 QA First Response Emergency Care qualifications (A UK recognised and regulated course), receive training in emergency driving, and on-the job mentorship and training. The role will require participation in an on-call rota to provide an efficient, responsive, and reliable emergency service. Contact us for more information.

Enquiries: Michael Gaga Hale on Tel No 22500 or Email michael.gaga-hale@sainthelena.gov.sh

Closing date: 04 June 2024

Trainee Mechanic (Fixed term – 2 years) (£7,341 per annum)

Mechanic (Fixed term - 2 years) (£9,197 per annum)

The Transport Division is seeking to recruit a Trainee Mechanic and a Mechanic to join their team. If you are a motivated individual who has the ability to work independently when required and have a sound knowledge of practical mechanics and diagnostics with good attention to detail this could be a good opportunity for you. The role requires you to be fully conversant in applying health and safety procedures to guarantee the safety of employees and products/services ensuring that the vehicles and heavy plant equipment are maintained in a safe operational condition. Contact us for more information and a discussion.

Enquiries: Nicholas George on Tel No 23643 or Email vehicle.fleet@helanta.co.sh

Closing date: 04 June 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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