

Join us!

We are recruiting...



St Helena
Government

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: 20 June 2024

Community Health Care Assistant (£7,341 per annum)

As Community Health Care Assistant you will be required to work under the direction and supervision of qualified staff to carry out a wide range of duties in health and personal care in order to care for, support and provide information to patients and families within a Clinic or home environment as part of the Community Nursing team.

Contact us for more information and a discussion.

Enquiries: Jackie Henry on Tel No 22500 or Email
Jackie.henry@sainthelena.gov.sh

Closing date: 25 June 2024

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: 19 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

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.

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Staff Nurse (£11,542 per annum)

Senior Staff Nurse (£13,146 per annum)

The Hospital Nursing team currently have opportunities for motivated individuals to join their team of nurses. You will be responsible for delivering a high quality evidence based nursing care within the hospital setting under the direction of the Hospital Sisters/Charge Nurses and the Chief Nursing Officer.

The role requires you to provide an efficient and effective nursing service, through assessments, planning, implementation and evaluation of care. If you have good interpersonal skills with the ability to communicate effectively then we would like to hear from you. Contact us for more information and a discussion.

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

Closing date: 25 June 2024

Trainee Dental Nurse (£8,946 per annum)

The Dental team has an exciting opportunity for you to join their team as a Trainee Dental Nurse who will be responsible for working closely with clinicians to assist in providing care for patients and provide appropriate support and administrative assistance (manual and computer). Once qualified he/she will work independently under the clinical supervision of the Dentist/Dental Therapist. Contact us for more information and a discussion.

Enquiries: Charmaine Thomas Buckley on Tel No 22500 or Email charmaine.buckley@sainthelena.gov.sh

Closing date: 25 June 2024

Design & Technology Teacher (£11,035 per annum)

Are you interested in working with young people and want to be a part of shaping their future? Then join the team and become a teacher in PAS. You will be responsible for planning, preparing and effectively delivering programmes of study in the specific subject(s) to a designated class(es) to cater for all abilities of students. You must have the required qualifications, be committed to safeguarding and promoting the welfare of young people, have good communication skills and be able to interact with students, parents and colleagues. Contact us for more information and a discussion.

Enquiries: Nicholas Plato on Tel No. 24290 or Email Nicholas.Plato@princeandrew.edu.sh

Closing date: 20 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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English Teacher (Permanent) (£14,585 - £18,508 per annum) depending on qualifications & experience

Are you interested in working with young people and want to be a part of shaping their future? Then join the team and become an English teacher in PAS. You will be responsible for planning, preparing and effectively delivering programmes of study in the specific subject(s) to a designated class(es) to cater for all abilities of students. You must have the required qualifications, be committed to safeguarding and promoting the welfare of young people, have good communication skills and be able to interact with students, parents and colleagues.

Contact us for more information and a discussion.

Enquiries: Mercia George on Tel No. 24290 or
Email mercia.george@princeandrew.edu.sh

Closing date: 25 June 2024

Science Technician - Permanent (£9,197 per annum)

Are you interested in working with young people and want to be a part of shaping their future? Then join the team and become a Science Technician in PAS. The Science Technician is required to service the science laboratories, prep rooms and chemical store at Prince Andrew School including the laboratory at the Harpers Agricultural Centre and make available equipment and related materials required for science lessons.

Contact us for more information and a discussion.

Enquiries: Dion Yon on Tel No. 24290 or
Email dion.yon@princeandrew.edu.sh

Closing date: 25 June 2024

Budget Officer (£11,542 per annum)

Do you have experience in accounting or budgeting roles? SHG has a vacancy for a Budget Officer to work within Treasury to provide advice and support to budget holders in preparing and managing their budgets. You will be required to review and scrutinise all budget documentation and forecasting departmental Budget Executive Reports. Could this be a job for you?

Contact us for more information and a discussion.

Enquiries: Mercy Chiseya on Tel No 22470 or
Email mercy.chiseya@sainthelena.gov.sh

Closing date: 21 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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Waste Management Services Operators

(£7,341 per annum) (Permanent and Fixed Term)

Waste Management Services is seeking to employ highly motivated individuals to join their dedicated team. Successful candidates will be responsible for delivering high standards of cleaning in public areas and toilets, waste collection from homes and businesses and other waste management tasks in line with Standard Operating Procedures. Normal working hours are 0600 hrs to 1330 hrs Monday to Friday, with weekends and Public Holiday working on a rota system. If you are physically fit and an effective team player then we would be interested in hearing from you.

Waste Management Services, working towards a cleaner and greener St Helena. Contact us for more information and a discussion.

Enquiries: Mike Durnford on Tel No. 24724 or
Email mike.durnford@sainthelena.gov.sh

Closing date: 25 June 2024

IT Development Support Officer

(£12,344 per annum on the IT Cadre)

An exciting and rewarding opportunity is available within Central Support Services for an IT Development Support Officer to provide day to day technical support to Portfolios across the Public Service. If you have an interest in designing, installing and maintaining IT networks and systems and have the ability to analyse network related problems then our IT team has an opportunity for you to join their team. Successful candidates might be required to commence at the training grade if all prerequisites aren't met. Contact us for more information and a discussion

Enquiries: David George on Tel No. 22819 or
Email david.george@sainthelena.gov.sh

Closing date: 25 June 2024

1:1 Teaching Assistant (Pilling 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: Elaine Benjamin on Tel No. 22640 or
Email: Elaine.Benjamin@primary.edu.sh

Closing date: 25 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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Community Care Centre & Residential Manager (£30,224 per annum)

As a key team member within Social Care, you will work closely with the Adult Services Team Manager to lead social work practice with vulnerable adults living in residential care. A distinct focus is required to work towards UK standards around regulated activities.

You will be required to introduce and develop operational systems, procedures, care protocols and social care practices for residential, day and respite services. As you contribute to and develop the safeguarding guidelines, maintaining and improving living conditions at the Community Care Centre, you will ensure all residents have individual care plans in line with their needs and wishes, safely actioned and reviewed. In partnership with Adult Social care you will focus on assessed needs, plans and reviews with residents, staff, allied professionals and community organisations.

As the Manager, you will need to ensure that the service has suitable accommodation, equipment, staffing ratios, trained staff, person centred care, healthy and nutritious food, meaningful activities and opportunities for the individual. You will form part of an on call rota and must therefore be available outside working hours, which may include shifts and may also be required to work evenings, weekends and occasional public holidays.

Contact us for more information and a discussion.

Enquiries: Rosalie Brown on Tel No 22920 or Email
Rosalie.brown@sainthelena.gov.sh

Closing date: 1 July 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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