

Join us!

We are recruiting...



St Helena
Government

Tax Compliance Officer (£14,585 per annum)

There is an exciting and rewarding opportunity available within the Tax Office for a Tax Compliance Officer. If you have extensive accounting or tax related experience and experience working at a supervisory/managerial level building capacity within high performing teams, this could be a perfect opportunity for you. You will be required to efficiently and effectively manage the day to day registration, administration, monitoring and collection of all business tax as it relates to companies and self-employed individuals in compliance with the Income Tax Ordinance and Regulations.

Contact us for more information and a discussion.

Enquiries: Gillian Knipe on Tel No. 25880 or 22825
Email: gillian.knipe@sainthelena.gov.sh
Closing date: 8 July 2024

Assistant Commissioner of Income Tax (£30,224 per annum)

Heads of Service are integral to supporting the overall financial resilience of the Public Service and have a responsibility to ensure value for money and return in investment within their Service and across the Public Service as a whole.

This is a key role within SHG where the post holder will be responsible for the Strategic management of the income tax system to ensure that the tax laws, operating systems and levels of taxpayer compliance are such that all tax revenue due to the Government is calculated, recorded and collected through the tax system.

Do you have relevant accounting/ tax administration experience and knowledge of the Constitution of St Helena, the Income Tax Ordinance and Regulations or equivalent legislation in other jurisdictions?

Are you experienced in working at a supervisory/managerial level building capacity within high performing teams and have experience of successfully managing at senior level? If so, this could be the ideal opportunity for you!

Contact us for more information and to arrange a discussion.

Enquiries: Nicholas Yon on Tel No. 22470
Email: nicholas.yon@sainthelena.gov.sh
Closing date: 8 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

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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We are recruiting...



Support Workers (Children’s Residential Home)

(6 month Fixed Term - £10,361 per annum pro rata); and (Casual - £5.69 per hour)

Are you able to provide high quality of care and support which meets the physical, emotional, intellectual, social and cultural needs of children and young people within the care setting?

Do you have the ability to provide assistance and support on a 1:1 basis to enable young people to address past and present difficulties?

If so, the Children’s Residential Home has a vacancies for fixed term and Casual Support Workers to join their small team.

If you feel this could be the role for you, why not contact us for further information about the duties of the role.

Enquiries: Annabel Phillips on Tel No: 24386
Email: Annabel.Phillips@sainthelena.gov.sh

Closing Date: 22 July 2024

Education IT Systems Administrator (£14,120 per annum on the IT Cadre)

Are you interested in playing a key supporting role within the transforming digital landscape of the Education Skills & Employment Portfolio? If you are then the IT section has an exciting and rewarding opportunity for you to join their team.

This role will entail responsibility for the provision of technical support and the management and maintaining of the IT teaching and learning platforms across the Primary and Secondary sectors. You will undertake or assist in the setup, deployment and management of e-learning and teaching platforms that facilitate progression and delivery of technology within our schools and will provide support and data management of the associated platforms.

Contact us for more information and a discussion

Enquiries: Nicole Richards on Tel No. 22819
Email: Nicole.richards@sainthelena.gov.sh

Closing date: 16 July 2024

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: 16 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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