

# Join us!

## We are recruiting...



**St Helena  
Government**

### Dental Receptionist (Fixed term until 09 December 2025) (£7,960 per annum)

The Dental Department is seeking to recruit a personable Dental Receptionist who cares about providing excellent care to patients in the practice or by telephone. You will have all the attributes required to provide a high-quality service to patients and understand the support the team needs, including good telephone etiquette, organizational skills and customer service skills.

Contact us for more information and a discussion.

**Enquiries:** Charmaine Buckley-Thomas on Tel No. 25387 or  
Email: [charmaine.buckley@sainthelena.gov.sh](mailto:charmaine.buckley@sainthelena.gov.sh)

**Closing date:** 30 October 2024

### Biosecurity Assistant (£9,197 per annum)

The Biosecurity Assistant is responsible for the effective implementation of the division's biosecurity programme and assisting with border operations in collaboration with the Pest Control Services team. If you have a keen interest in border security and would like to be a part of the Biosecurity team then this could be a rewarding opportunity for you. Candidates who do not have the required experience/qualifications will be eligible to start on a training grade.

Contact us for more information and a discussion

**Enquiries:** Julie Balchin on Tel No. 22470 or  
Email: [julie.balchin@sainthelena.gov.sh](mailto:julie.balchin@sainthelena.gov.sh)

**Closing date:** 30 October 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/government/vacancies](http://www.sainthelena.gov.sh/government/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](mailto: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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### Head of Economic Development Policy (£30,256 - £36,244 per annum based on experience)

The Economic Development Portfolio is seeking to recruit a Head of Economic Development Policy to be responsible for drafting and implementing policies that ensure the Sustainable Economic Development Strategy (SEDS), Digital Strategy, Tourism Recovery Strategy, and Investment Strategy are delivered. The post holder will be key in delivering the vision of the SEDS: creating an enabling environment that allows people and businesses to thrive, preserving what makes St Helena unique, and improving how SHG delivers as a government. 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. You will be required to have experience in working within an economic development field and experience in writing and implementing policy and strategy. Strong leadership is essential as well as experience in managing and leading a high performing team.

Contact us for further information and a copy of the full job profile.

**Enquiries:** Damian Burns on Email  
[Damian.burns@sainthelena.gov.sh](mailto:Damian.burns@sainthelena.gov.sh)

**Closing date:** 01 November 2024

### Benefits

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**Pension** – 15% pension contribution by SHG into approved defined contribution pension scheme

**Training and Development**

**Paid sickness absence**

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