

Join us!

We are recruiting...



St Helena
Government

Forestry Services Officer (£12,049 per annum)

The Forestry Services Officer will help to improve the lives of all within our community and help the island thrive through leadership of the Forestry and Facilities Section's forestry services for the SHG National Forest Estate and building maintenance programme for the Environment, Natural Resources and Planning Portfolio's properties. The Forestry Services Officer will Manage the Forestry and Facilities Management Section's (F&FM Section) tree harvesting and extraction programme to meet public demand for raw material, including firewood, saw logs, fencing material and miscellaneous forest products.

Contact us for more information and a discussion.

Enquiries: Myra Young on Tel No 24724 or Email myra.young@sainthelena.gov.sh

Closing date: 31 December 2024

Receptionist (Casual) (£4.00 per hour)

The Receptionist will be based at the Jamestown General Hospital and will be the first point of contact for all visitors to the Hospital providing receptionist duties ensuring a positive and professional environment for the reception point. In addition to answering the telephone, directing and screening calls as necessary, you will be required to welcome visitors, direct them to their correct destination, maintain an awareness of staff movements in and out of the site, monitor visitor access and maintain security awareness.

Contact us for more information and a discussion.

Enquiries: Helen Lawrence on Tel No 22500 or Email Helen.lawrence@sainthelena.gov.sh

Closing date: 31 December 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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Bus Driver

(£7,960 per annum)

The Transport section is seeking to recruit a bus driver to assist with providing the Public Transport services for the community. The Public Transport Service is well utilized by shift workers for home to work purposes as well as many other members of the community for social purposes; it is highly valued by all users. The Bus driver will also be responsible for carrying out daily water, oil and other checks as required by the Senior Transport Manager.

Contact us for more information and a discussion.

Enquiries: **Nicholas George on Tel No 23208 or Email**
Vehicle.Fleet@helanta.co.sh

Closing date: **18 December 2024**

Teacher (St Paul's Primary)

(£11,520 - £18,902 per annum)

Are you passionate about our young children's education and holistic life? If so, we are seeking to recruit a Teacher to share their expertise and passion in order to teach our pupils to achieve the best possible standard of education. This will mean the ability to cater for all abilities and needs in the classroom. This position requires you to be responsible for the planning, preparation and effective delivering of programmes of study to designated class(es). 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 effectively with students, parents and colleagues.

Contact us for more information and a discussion.

Enquiries: **Patricia Williams Tel No. 24737 or Email**
patricia.williams@primary.edu.sh

Closing date: **17 January 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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Activities Worker (£7,280 per annum)

The Health & Social Care Portfolio seeks to recruit a dedicated, trustworthy and enthusiastic individual to join the team at the Community Care Centre. The post holder will be responsible for delivering suitable and enjoyable recreational and therapeutic activities to keep residents active, healthy and mobile, as well as to restore and maintain their mental and physical abilities.

Contact us for more information and a discussion.

Enquiries: **Martin Greenhalgh on Tel: 23090 or**
Email martin.greenhalgh@sainthelena.gov.sh
Closing date: **2 January 2025**

Human Resources Assistant (£7,960 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: **31 December 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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