

Join us!

We are recruiting...



St Helena
Government

Senior Human Resources Assistant (£9,781 per annum)

Here is a great opportunity to start your career in HR! Central Human Resources is seeking to recruit a motivated and enthusiastic individual to join our HR Transactional team. In this post, under the direction of the Human Resources Officer you will be responsible for undertaking a range of HR transactional processes to ensure the delivery of a high quality HR service. Key areas include recruitment and selection, processing of leavers, contractual changes and providing advice on employment related policies and procedures.

Contact us for more information and a discussion.

Enquiries: Sharina Williams on Tel No. 22470 or Email sharina.williams@sainthelena.gov.sh

Closing date: 12 February 2025

School Support Officer – Prince Andrew School (£9,781 per annum)

This diverse role will give you the opportunity to be a part of a small, but busy team providing administrative support to ensure the smooth running of Prince Andrew School and to deliver a high quality, customer focused service. We are seeking to recruit an individual who is confident in using ICT systems including Management Information Systems and MS Office, has experience of working with budget and finance, demonstrates attention to detail and works methodically, and have excellent organisational skills to meet the busy demands of the service.

Contact us for more information and a discussion.

Enquiries: Phil Toal on Tel No. 24290 or Email phil.toal@sainthelena.edu.sh

Closing date: 12 February 2025

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 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 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.

SHG positively accepts applications from all members of the community, regardless of age, gender, disability, age, sexual orientation, religion or belief and will consider all applications on the basis of merit assessed against the role profile and person specification. All appointments are subject to the successful candidate providing satisfactory clearances, which include a medical check, betting / DBS clearance and references. SHG reserves the right to have information provided on or with the application independently verified. Benefits are subject to change and may vary according to role.

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Programme & Project Coordinator (£12,049 per annum)

A Market Enhancement of £3,500 per annum will apply and be reviewed after a 2 year period

Do you have an understanding of project and programme management aspects – e.g. lifecycle, project proposals, procurement and stakeholder management? If so, this could be an opportunity for you! In this role, you will be required to collaborate with all functions of the Programme Management Office, including elements of project planning and delivery, as well as work to improve overall project and programme capacity.

Contact us for more information and a discussion.

Enquiries: Paul Cherrett on Tel No 22270 or Email: paul.cherrett@sainthelena.gov.sh

Closing date: 7 February 2025

Support Workers - Children's Residential Home (Available for local interest) (£10,361 per annum)

3 Month Fixed-Term Contracts or Casuals

Children's Residential Home is seeking suitable persons with experience of working with young people with the ability to communicate and interact fully showing commitment and dedication to safeguarding to join their team. You will also be required to maintain a high quality of care and support which meets the physical, emotional, intellectual, social and cultural needs of young people within the care setting.

Why not contact us for further information and a discussion.

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

Closing date: 17 February 2025

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 Officer (Casual) (£5.37 per hour)

Domiciliary Care is seeking a Community Care Officer on a Casual basis to assist with the provision of one-to-one support to enable vulnerable adults to remain living independently in their own homes. The individual's vulnerability could be due to mental or physical disability, frailty or illness. Support will include assessment of needs and provision of personal-care tasks, such as bathing, toileting and dressing and domestic tasks such as meal preparation, cleaning and laundry. An important part of this role will be developing supportive relationships with those you are supporting in their own homes and in the community so that they can continue to live an independent life whilst being safe.

Contact us for more information and a discussion.

Enquiries: Frederica Youde on Tel No 22920 or Email: frederica.youde@sainthelena.gov.sh

Closing date: 21 February 2025

Care Assistant/Support Workers (Social Care) Fixed - Term Contracts or Casuals (£8,113 per annum) (Available for local interest)

Are you interested in the well-being of clients within the Learning Disabilities units, providing high quality, holistic care directly to frail older people in full time residential and day care, enabling them to live as full and active life as possible? If so, Social Care is seeking support in all of the areas of care; Ebony View, Cape Villa, Deasons or Piccolo Hill. Why not join our team and help make a difference to the lives of our clients.

Contact us for more information and a discussion.

Enquiries: Kelly Hopkins on Tel no. 23343 or Email: kelly.hopkins@sainthelena.gov.sh
Hannah Herne on Tel nos. Cape Villa- 23230 Deasons Centre-23151
Email: hannah.herne@sainthelena.gov.sh
Nicole Hercules on Tel no. 25936
Email: piccolo.hill@helanta.co.sh

Closing date: 21 February 2025

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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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For further information, please contact the recruitment team on telephone number **22470** or via the email address below.

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Carpenter

(£8,266 to £8,725 per annum, based on ability and experience)

If you are physically fit, a good communicator and an effective team player, the Building Maintenance Section has an opportunity for you to join their team.

Working as part of the Building Maintenance Team, you will assist with delivering daily operations and maintenance services within the building maintenance section.

Contact us for more information and a discussion.

Decorator

(£8,266 to £8,725 per annum, based on ability and experience)

Would you like to become a Decorator? If so the Building Maintenance Team have an opportunity for you to improve the lives of all within our community and help the island thrive by delivering painting and decorating related tasks and maintenance services within the building maintenance section.

Contact us for more information and a discussion on the above posts

Enquiries: Rex Young on Tel No 22054 or Email: rex.young@sainthelena.gov.sh

Closing date: 24 February 2025

Joint Emergency Services Control Centre (JESCC) Operator

(£10,747 per annum)

Do you want to make a difference to your community and be of service when it is needed the most? The St Helena JESCC is looking to recruit a highly motivated and enthusiastic individual to form part of their small, but busy team. This role will require you to have excellent communication skills with the ability to deal with vulnerable and distressed members of the public.

Contact us for more information and a discussion.

Enquiries: Mark Coombe on Tel No 22626 or Email: mark.coombe@sainthelena.gov.sh

Closing date: 18 February 2025

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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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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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: 19 February 2025

Marine & Fisheries Conservation Assistant
(£9,781 per annum)

This interesting role is important to enable ENRP to deliver the work programmes (some seasonally) in order to provide the evidence base used to conserve and protect St. Helena’s marine environment. The duties are generally split between marine related field work, administration, data and laboratory based work. Some out of hours working is necessary.

Contact us for more information and a discussion.

Enquiries: Elizabeth Clingham on 24724 or Email elizabeth.clingham@sainthelena.gov.sh

Closing date: 19 February 2025

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 Operator (£7,960 per annum) (Fixed Term)

Waste Management Services is seeking to employ a highly motivated individual 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.

As this is a fixed term role and due to the time restriction, we are only accepting applications from on island candidates. Contact us for more information and a discussion.

Enquiries: Karl Martin on Tel No. 24724 or
Email karl.martin@sainthelena.gov.sh
Closing date: 19 February 2025

Veterinary & Livestock Assistant (£9,781 per annum)

The Veterinary & Livestock Assistant will be responsible for the implementation of the routine veterinary programme across the Island, Including treating and deworming of farm animals, diagnosis and treatment of both farm and domestic and to ensure that client cards and data records are kept up to date. The Veterinary & Livestock Assistant will also need to be prepared to undertake certain basic surgical operations for domestic and farm animals as specified by the Senior Veterinary Officer and other miscellaneous surgical operations to include castrations of pigs, goats and sheep.

Contact us for more information and a discussion.

Enquiries: Andrea Timm on Tel No 24724 or Email:
andy.timm@sainthelena.gov.sh
Closing date: 19 February 2025

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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