

# Join us!

## We are recruiting...



**St Helena  
Government**

### Administration Support (Inclusion)

**(£7,960 per annum)**

Do you have good organisational skills with the ability to plan, prioritise work and can meet deadlines? If so, the Inclusion Section within the Education, Skills & Employment Portfolio has an opportunity for you to join their small team to provide an efficient and effective administration service.

Contact us for more information and a discussion

**Enquiries:** Sharon Peters on Tel No. 25408 or Email:  
[Sharon.Peters@sainthelenaedu.sh](mailto:Sharon.Peters@sainthelenaedu.sh)

**Closing date:** 18<sup>th</sup> April 2025

### Housing Officer

**(2 month Fixed-Term Contract) to commence**

**9<sup>th</sup> June 2025**

**(£9,781 per annum) (Available for local interest)**

If you are a highly motivated individual with excellent communication skills, then here is an opportunity for you to join the team at the Property Section, where you will provide an effective and high quality administrative support to the Housing Management Service.

Contact us for more information and a discussion

**Enquiries:** Melissa Fowler on Tel No. 22270 or Email:  
[Melissa.fowler@sainthelena.gov.sh](mailto:Melissa.fowler@sainthelena.gov.sh)

**Closing date:** 17 April 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:** Cheyenne Furniss on Tel No 22626 or Email:  
[cheyenne.furniss@sainthelena.gov.sh](mailto:cheyenne.furniss@sainthelena.gov.sh)

**Closing date:** 18<sup>th</sup> April 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](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.

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### General Operative - Permanent (£7,960 per annum)

Working as part of the Roads Team, the General Operative will assist the Chargehand with general maintenance of machinery, assembly of site huts and assist with building, cleaning and general maintenance of all roads island-wide. If you are physically fit, a good communicator and an effective team player this is an opportunity for you to join the Roads team!

Contact us for more information and a discussion.

**Enquiries:** Darin Francis on Tel No. 23765 or Email:  
[roads.supervisor2@helanta.co.sh](mailto:roads.supervisor2@helanta.co.sh)

**Closing date:** 03 April 2025

### Immigration/Customs Officer (18 years +) (£9,781 per annum) (Permanent)

We are looking to fill these important roles in our busy immigration/customs team, to undertake the duties and responsibilities to reduce threats to the border integrity of St Helena. These are critical roles which requires experience of front line/customer facing responsibilities, an inquisitive mind-set and the ability to work well as part of a team.

Contact us for more information and a discussion.

**Enquiries:** Juliette O'Dean on Tele no. 22287 or Emerald Newman-Yon on 22236 or email: [Juliette.odean@sainthelena.gov.sh](mailto:Juliette.odean@sainthelena.gov.sh) or [emerald.newman-yon@sainthelena.gov.sh](mailto:emerald.newman-yon@sainthelena.gov.sh)

**Closing date:** 15 April 2025

### Administration Assistant (£7,960 per annum)

Are you interested in becoming a member of the Central Support team? If so we are looking to recruit an Administration Assistant. The Administration Assistant is responsible for completing straightforward administrative processes that support the smooth running of Portfolios and delivering a high quality, customer focused service. We are seeking a highly motivated individual who works methodically and has a keen eye for detail that can provide administrative support across the Portfolios. Contact us for more information and a discussion.

**Enquiries:** Belinda Piek on Tele No: 22470 or Email:  
[Belinda.piek@sainthelena.gov.sh](mailto:Belinda.piek@sainthelena.gov.sh)

**Closing date:** 16 April 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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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, vetting / 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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### 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, 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](mailto:sharina.williams@sainthelena.gov.sh)

**Closing date:** 03 April 2025

### Environmental Risk Officer (£18,902 per annum)

The Environment and Natural Resources Portfolio is currently seeking to recruit a highly motivated individual with broad experience in one or more areas of environmental risk management to join their team as Head of Section for environmental risk management. You will be an integral part of providing the strategic agenda and direction for the core functions of climate change, waste management and environmental pollution management in order to protect St Helena's natural environments and you will play a key role in driving environmental sustainability initiatives. The role will require you to work collaboratively with a small group of Heads of Section in our core environmental protection and nature conservation subjects for effective environmental risk programme delivery.

Experienced in project management and staff management, you will also have excellent written, verbal communication and interpersonal skills to communicate with a range of audiences, including colleagues, senior managers, elected members, donor agencies and the public.

Contact us for more information and a discussion about the role.

**Enquiries:** Darren Duncan on Tel No 24724 or Email  
[darren.duncan@sainthelena.gov.sh](mailto:darren.duncan@sainthelena.gov.sh)

**Closing date:** 03 April 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**

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## GIS Surveyor (£9,781 per annum)

The GIS Topographical Surveyor will help the island thrive through the collection and organisation of topographic surveys for the development of geospatial data of physical infrastructure, utility services and topography. Support development of the St Helena Environmental Information System (SHEIS), including providing support to GIS Users and promoting the use of GIS throughout SHG.

Contact us for more information and a discussion.

**Enquires:** Devlin Yon on Tel No. 22270 or Email  
[Devlin.yon@sainthelena.gov.sh](mailto:Devlin.yon@sainthelena.gov.sh)

**Closing date:** 09 April 2025

## Receptionist (£7,280 per annum)

Based at the Jamestown General Hospital, the Receptionist will work on a shift basis and be the first point of contact for all visitors 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](mailto:Helen.lawrence@sainthelena.gov.sh)

**Closing date:** 16 April 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**

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