

Join us!

We are recruiting...



**St Helena
Government**

Driver (Social Care) **(£7,960 per annum)**

The Health & Social Care Portfolio is currently seeking to recruit a Driver (Social Care) who will be responsible for the transporting of service users which includes to and from day care, hospital appointments and social outings. The Driver will support staff in helping service users to safely get in and out of vehicles including those who have mobility needs, sensory impairment, learning disabilities and those with limited or no verbal communication skills. This requires the post holder to be caring, compassionate and flexible. If you are interested, please contact us for more information and a discussion.

Enquiries: Rosalie Brown on Tel No 22920 or Email:
Rosalie.brown@sainthelena.gov.sh

Closing date: 23 May 2025

2 x Accounts Assistants **(£7,960 per annum)**

Are you a highly motivated individual with good teamwork and problem-solving skills? If so, Central Finance has an opportunity for you to join their team. You will ensure efficient and accurate entry of financial data through the government accounting system and the effective monitoring of St Helena Government's transactions. If you are interested, please contact us for more information and a discussion.

Enquiries: Charmaine Murawu on Tel No 22470 or Email:
charmaine.murawu@sainthelena.gov.sh

Closing date: 30 May 2025

Housing Officer **(2 month Fixed-Term Contract to commence 9 June 2025)** **(£9,781 per annum) (Available for local interest only)**

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: Nikita Crowie on Tel No. 22270 or Email:
nikita.crowie@sainthelena.gov.sh

Closing date: 28 May 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 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.

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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General Teaching Assistant (St Helena Secondary School) (Starting at £8,725 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@sainthelena.edu.sh

Closing date: 30 May 2025

Sea Rescue Crew (Coxswain) (£9,197 per annum)

Are you keen to improve the lives of all within our community and help the island thrive by protecting and saving lives at sea? If you are a highly motivated and enthusiastic individual with the ability to remain calm under extreme physical and mental pressure, then the St Helena Sea Rescue Service has an opportunity for you to join their team.

Applicants must be 18 years of age, Must be able to swim and pass a fitness test.

Contact us for more information and a discussion.

Enquiries: Leeroy Caswell or Mark Caswell on
Tel no. 25215
Email: leeroy.caswell@helanta.co.sh
Email: mark.caswell@helanta.co.sh

Closing date: 30 May 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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Support Workers (Social Care) Fixed-Term Contracts or Permanent (£8,113 per annum) (Available for local interest only)

Are you interested in the well-being of clients within the Learning Disabilities units, and 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 the following areas of care; Deasons, Cape Villa and Piccolo Hill. Come join our team and help make a difference in the lives of our clients.

Contact us for more information and a discussion.

Enquiries: Hannah Herne or Nicole Hercules
Tel nos. 22920/25936
Email: hannah.herne@sainthelena.gov.sh
Email: piccolo.hill@helanta.co.sh

Closing date: 30 May 2025

Trainee Forestry Services Officer (£10,747 per annum)

The Trainee 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 Trainee Forestry Services Officer will be on a training programme and will learn to 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: 04 June 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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Cloud Forest Project Conservation Technician (£7,960 per annum)

The Conservation Technician will assist with the delivery of project objectives under the CSSF funded Cloud Forest Project through innovative invasive plant management techniques. You will be responsible for the day-to-day specialist restoration fieldwork activities under the project and supporting the Peaks Management team.

Contact us for more information and a discussion.

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

Closing date: 04 June 2025

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 or
Email: nicole.richards@sainthelena.gov.sh

Closing date: 04 June 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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Human Resources Support Officer (£7,960 per annum)

Do you have a flair for figures with good attention to detail and is proficient in Microsoft excel? If so come and join our HR team in the role of Human Resources Support Officer where you will be responsible for undertaking a range of financial and administration duties. This includes setting up and maintaining spreadsheets and producing accurate payroll data. This will be a good opportunity for you to contribute to capturing HR data to support the efficient running of HR.

Contact us for more information and a discussion.

Enquiries: Chloe Outen on Tel No 22470 or Email
chloe.ouden@sainthelena.gov.sh

Closing Date: 04 June 2025

Electrician (£9,781 per annum)

The Electrician will be responsible for carrying out wiring and maintenance of electrical installations and associated equipment and assisting with testing and inspections of electrical installation along with ensuring that the generation of uninterrupted power supplies to critical emergency equipment/buildings and special locations such as Community Care Centre, the Hospital, Prince Andrew School, Rupert's Jetty and the main server hob at Carnarvon Court and fibre optic system.

Contact us for more information and a discussion.

Enquiries: Anders Bowers on Tel No 22054 or Email
anders.bowers@sainthelena.gov.sh

Closing Date: 04 June 2025

Benefits

Leave – 30 days leave per annum, plus public holidays

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

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Fuel Programme Coordinator (£12,049 per annum)

A Market Enhancement of £3,500 per annum will apply

The Fuel Infrastructure Project within the Programme Management Office is seeking a Coordinator. In this role, you will be responsible for all organisational functions related to fuel projects for the PMO, including but not limited to: review and distribution of documentation, meeting planning and preparation, and responsibility for coordinating and overseeing the delivery of post meeting actions.

Contact us for more information and a discussion

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

Closing date: 06 June 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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