

Join us!

We are recruiting...



**St Helena
Government**

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

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

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.

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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

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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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: Meliza Lawrence on Tel No. 22470 or Email:
meliza.lawrence@sainthelena.gov.sh

Closing Date: 04 June 2025

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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, St Helena Secondary 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

Healthcare Assistant

(£7,960 per annum)

The Health and Social Care Portfolio is looking to recruit a highly motivated individual with a caring and empathetic nature to support our Nursing team in providing direct patient care in a highly pressured working environment. The role involves assisting nursing staff with primary patient care, able to work shifts, be flexible when needed to cover shifts, assisting nurses in any ward emergencies, carry out patient care duties, help with patients meals. Good verbal and written communication skills with a keen eye for detail and accuracy is essential for this role.

Contact us for more information and a discussion

Enquiries: Erika Bowers on Tel No. 22500 or Email: erika.bowers@sainthelena.gov.sh

Closing Date: 11 June 2025

Shortlisting Date: 12 June 2025

Interview Date: 23 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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School Secretary (Pilling Primary)

(£7,960 per annum)

(Fixed –Term until August 2026)

Do you have a passion for Education? We are looking to recruit a School Secretary to provide a first point of contact by receiving and addressing visitor enquires by telephone or in person, redirecting enquires as considered appropriate. You will have to undertake administrative duties which include collating and distributing information and correspondence to parents and staff.

Contact us for more information and a discussion

Enquiries: Elaine Benjamin on Tel No. 22640 or Email:
elaine.benjamin@sainthelena.edu.sh

Closing date: 13 June 2025

Cover Supervisor (St Helena Secondary School)

(£10,361 per annum)

Within the role of Cover Supervisor you will be required to provide effective and efficient support to the school in organising and undertaking cover for absent colleagues. In addition where applicable, be also involved in planning, teaching and assessing students in designated subject areas.

Contact us for more information and a discussion.

Enquiries: Isabel Andrews on Tel No. 24290 or Email:
isabel.andrews@sainthelena.edu.sh

Closing date: 12 June 2025

Shortlisting date: 16 June 2025

Interview date: 23 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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Fuel Infrastructure Project (FIP) Maintenance Worker

(£8,878 per annum)

(Fixed Term Contract until October 2026)

The Fuel Infrastructure Project within the Programme Management Office is seeking a Maintenance Worker. In this role, the Maintenance Worker will be required to work to the FIP's fuel facilities preservation and maintenance programme and keep accurate records of all preservation maintenance work. You will also be required to take responsibility for site maintenance, particularly relating to the SHAP fuel systems in Rupert's and at the Airport. From time to time this may involve work in other parts of the Airport Development Area.

If you are interested, please contact us for more information and a discussion.

Enquiries: Darrell Clingham on Tel No. 22289 or Email: darrellclingham.fip@helanta.co.sh

Closing date: 13 June 2025

Shortlisting date: 16 June 2025

Interview date: 26 June 2025

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

Shortlisting date: 10 June 2025

Interview date: 18 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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