

Join us!

We are recruiting...



**St Helena
Government**

Mechanic (Fixed term – 2 years) (£9,781 per annum)

The Transport Division is seeking to recruit a Mechanic to join their team. If you are a motivated individual who has the ability to work independently when required and have a sound knowledge of practical mechanics and diagnostics with good attention to detail this could be a good opportunity for you. The role requires you to be fully conversant in applying health and safety procedures to guarantee the safety of employees and products/services ensuring that the vehicles and heavy plant equipment are maintained in a safe operational condition.

Contact us for more information and a discussion.

Enquiries: Theodore Fowler on Tel No 23643 or Email Garage.Manager@helanta.co.sh

Closing date: 25 June 2025

Shortlisting date: 30 June 2025

Interview date: 08 July 2025

Head of Health & Safety (£30,256 per annum)

As Head of Health and Safety for the Public Service, the role is accountable for updating and implementing Health and Safety (H&S) across the St Helena Public/Civil Service. Ensuring the SHG H&S policies, legislation, and procedures are fit for purpose, adhere to our obligations, and local laws. The person will proactively advise the Public Service on how to protect the health, safety and welfare of all employees in the workplace. This is a new role and the person must have significant experience on health and safety matters, implementing change from strategic to operational levels in diverse business environments. The post holder will ensure that health and safety is delivered in a clear, pragmatic and achievable manner for over 800 personnel across all business streams.

Contact us for more information and a discussion.

Enquiries: Alex Mitham on Tel No 25870 or Email alex-richard.mitham@sainthelena.gov.sh

Closing date: 25 June 2025

Shortlisting date: 30 June 2025

Interview date: 14 July 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.

The St Helena Public Service welcomes all applications from across our whole community, including our St Helenian diaspora wishing to return to St Helena. If you are a St Helenian currently living and working overseas, please contact us at recruitment@sainthelena.gov.sh to discuss how we can support you.

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 HR 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

Closing date: 03 July 2025

Shortlisting date: 09 July 2025

Interview date: 17 July 2025

Transport Service Manager (£12,049 per annum)

As the Transport Service Manager, you will be responsible for supporting the Transport Trading Account operations that underpin the delivery of an effective and efficient transport service including plant/equipment for the Public Service; and, the provision of plant and equipment for public hire in the absence of supply from the private sector.

Contact us for more information and a discussion.

Enquiries: Nicholas George on Tel No 23643 or Email
vehicle.fleet@healanta.co.sh

Closing date: 03 July 2025

Shortlisting date: 09 July 2025

Interview date: 17 July 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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BIOT Preparedness Project Manager (Rate of Pay: competitive, dependant on experience)

Central Support Services are seeking to recruit a Project Manager on a casual contract basis to coordinate, plan and manage activities to ensure St Helena Government are suitably prepared in the event further migrants arrive on the British Indian Overseas Territory and are subsequently sent to St Helena. You will be required to communicate and interact fully across SHG and the private sector, and to provide oversight and reporting on key project activities being undertaken. A logical approach and the ability to communicate clearly is essential. Previous experience managing projects is desirable.

Please note that as a Casual Worker you will only be entitled to receive payment for the hours worked. Annual leave etc. will not apply. This role is funded by the FCDO in support of BIOT planning work.

This role is advertised to start as soon as possible therefore candidates will be shortlisted on submission of interest and the advert will close when we have successfully appointed. We can share the terms of reference for this role on request. To apply please submit a statement outlining your interest and suitability for this role to recruitment@sainthelena.gov.sh

Contact us as below for more information and a discussion.

Enquiries: **Stephen Thwaites** (Governor's Office) Tel: 25393
 Susan O'Bey (Chief Secretary) Tel: 22525
 Tasha Harris (Governor's Office) Tel: 22869

How to apply

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We are recruiting...



**St Helena
Government**

1:1 Teaching Assistant/ Support Assistants (St Helena Secondary School) (£8,725 - £9,032 per annum)

Do you have a passion for Education? We are seeking 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: 27 June 2025
Shortlisting date: 02 July 2025
Interview date: 15 July 2025

Fixed Term 1:1 Teaching Assistants/Support Assistants (St Paul's Primary)

General Teaching Assistant (St Paul's Primary) 1 permanent & 1 fixed-term up to Aug 2026

(£8,725 - £9,032 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: Patricia Williams Tel No 24737 or Email: patricia.williams@sainthelena.edu.sh
Closing date: 27 June 2025
Shortlisting date: 02 July 2025
Interview date: 17 July 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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Fixed Term Vocational Instructor (Automotive) (£12,764 per annum)

Are you interested in working with young people and want to be a part of shaping their future? Then join the team and become a Vocational Instructor at SHSS. You will be expected to contribute to the development of appropriate syllabi, schemes of work and high quality resources for use with students. You must have the required qualifications and demonstrable experience/skills, must have experience in IT applications, be committed to safeguarding and promoting the welfare of young people, and have good communication skills and be able to interact with students, parents and colleagues.

Contact us for more information and a discussion.

Enquiries: Isabel Andrews on Tel No 24290 or Email isabel.andrews@sainthelena.edu.sh
Closing date: 04 July 2025
Shortlisting date: 11 July 2025
Interview date: 24 July 2025

Auxiliary Worker (St Paul's Primary) (£7,280 per annum)

The Education & Employment Directorate is seeking to recruit a suitably qualified person to fill the post of Auxiliary Worker at St Paul's Primary School. The post holder will be responsible for the supervision of pupils before and after school, during mid-morning and lunch periods and to accompany and supervise nursery pupils being transported home at mid-day.

Contact us for more information and a discussion.

Enquiries: Patricia Williams Tel No 24737 or Email patricia.williams@sainthelena.edu.sh
Closing date: 04 July 2025
Shortlisting date: 09 July 2025
Interview date: 18 July 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.

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Care Assistants (Ebony View)

(£10,213 per annum)

(Available for local interest only)

Are you interested in the well-being of clients within the Learning Disabilities units, encouraging independence and providing high quality, holistic care? If so, Ebony View has an opportunity for you to join their team as a Care Assistant.

Contact us for more information and a discussion.

Enquiries: Kelly Hopkins on Tel No 23343 or Email
kelly.hopkins@sainthelena.gov.sh

Closing date: 04 July 2025

Shortlisting date: 09 July 2025

Interview date: Week commencing 21 July 2025

Handyman Driver

(£7,960 per annum)

The Health & Social Care Portfolio is currently seeking to recruit a Handyman Driver who will be responsible for the upkeep and maintenance of the Health & Social Care premises and will have a vital role to play in making the environment safe and comfortable. You will also be required to perform driving duties to support the smooth running of the service.

Contact us for more information and a discussion

Enquiries: Michael Gaga - Hale on Tel No. 22500 or Email
michael.gaga-hale@sainthelena.gov.sh

Closing date: 03 July 2025

Shortlisting date: 09 July 2025

Interview date: 21 July 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

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