

# Join us!

## We are recruiting...



**St Helena  
Government**

### Senior HR Assistant (£9,781 per annum)

Here is a great opportunity to start your career in HR! Central Human Resources & Organisational Development 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 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. Work closely with the sections budget, stores including the procurement processes.

Contact us for more information and a discussion.

**Enquiries:** Nicholas George on Tel No 23643 or Email [vehicle.fleet@healanta.co.sh](mailto: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

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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### 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 St Helena Secondary School. 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](mailto: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, Skills & Employment Portfolio 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. You will also provide teaching staff with getting equipment and stationary ready for classes.

Contact us for more information and a discussion.

**Enquiries:** Patricia Williams Tel No 24737 or Email [patricia.williams@sainthelena.edu.sh](mailto: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**

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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](mailto:kelly.hopkins@sainthelena.gov.sh)

**Closing date:** 04 July 2025

**Shortlisting date:** 09 July 2025

**Interview date:** 16 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](mailto: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**

**Paid sickness absence**

## How to apply

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## **BIOT Preparedness Project Manager**

**(Local interests only)**

**(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](mailto: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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## **Senior Care Assistant (Ebony View)** **(£11,935 per annum)** **(Available for local interest only)**

Social Care is seeking to recruit a Senior Care Assistant to work under the direction of the Learning Disability & Residential Manager, to deliver care and well-being to service users in accordance with the individuals Care Plan and Unit procedures and guidelines. We are looking for an individual with good interpersonal skills and experience in working with challenging behaviour in a care setting.

Contact us for more information and a discussion.

**Enquiries:** Kelly Hopkins on Tel No 23343 or Email [kelly.hopkins@sainthelena.gov.sh](mailto:kelly.hopkins@sainthelena.gov.sh)  
**Closing Date:** 11 July 2025  
**Shortlisting date:** 16 July 2025  
**Interview date:** 22 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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