

Join us!
We are recruiting...



**St Helena
Government**

Higher Level Teaching Assistant (SPPS) **(£11,217 - £11,770 per annum) - fixed term until Aug 2026**

A Higher Level Teaching Assistant takes on the responsibility of planning, preparing and teaching 25% of the schools' teaching time table including any specific support groups and lesson cover in the absence of the Class Teacher. The HLTA will also assist with supervising the children in the playground to ensure pupils feel safe and secured in the school environment. You will be required to have a good level of written and verbal communication skills to be able to interact with all students, colleagues and parents.

Contact us for more information and a discussion

Enquiries: Patricia Williams on Tel No. 24737 or
Email: patricia.williams@sainthelena.gov.sh
Closing date: 15 August 2025
Shortlisting date: 20 August 2025
Interview date: 28 August 2025

Human Resources Data & Systems Assistant **(£10,088 per annum)**

Do you have a flair for figures with good attention to detail and are proficient in Microsoft excel? If so, come and join our HR team in the role of HR Data and Systems Assistant where you will be responsible for undertaking a range of data, system, 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 our HR services.

Contact us for more information and a discussion

Enquiries: Chloe Outen on Tel No. 22470 or
Email: chloe.ouden@sainthelena.gov.sh
Closing date: 07 August 2025
Shortlisting date: 12 August 2025
Interview date: 19 August 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 (£11,604 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: Sharnell Benjamin on Tel No 22470 or Email Sharnell.benjamin@sainthelena.gov.sh
Closing date: 07 August 2025
Shortlisting date: 12 August 2025
Interview date: 26 August 2025

Emergency Planning Officer (£13,569 per annum)

As Emergency Planning Officer you will join a small team to assist with planning and preparing to ensure that St Helena can respond effectively to major emergencies and business disruptions. You will work with a range of partners to plan, prepare and practice our response arrangements. In the event of an incident occurring you will play a vital role in responding to the event, supporting the management of the response, and enabling the recovery and restoration following on.

Contact us for more information and a discussion.

Enquiries: Anel O'Bey on Tel No 25052 or Email anel.obey@helanta.co.sh
Closing date: 07 August 2025
Shortlisting date: 12 August 2025
Interview date: 26 August 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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Immigration/Customs Officer (18 years +) (Permanent) (£11,604 per annum)

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. This is a critical role 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: Delmarie Williams on Tel no. 22287 or Emerald Newman-Yon on 22236 or email:
Delmarie.Williams@sainthelena.gov.sh or emerald.newman-ynon@sainthelena.gov.sh

Closing date: 15 August 2025

Shortlisting date: 20 August 2025

Interview date: 29 August 2025

Postal Officer (£10,088 per annum)

Are you a highly motivated individual with good teamwork and interpersonal skills? If so, the Post & Customer Services Centre has an opportunity for you to join their team. Duties of the post include checking and receiving cash payments, assisting with the sorting and issuing of international mail and preparing all relevant documentation correctly for the receipt and despatch of all post.

Contact us for more information and a discussion.

Enquiries: Karen Yon on Tel No. 22629 or Email:
Karen.yon@sainthelena.gov.sh

Closing date: 15 August 2025

Shortlisting date: 20 August 2025

Interview date: 28 August 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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