

Join us!

We are recruiting...



**St Helena
Government**

Housing Officer (£11,604 per annum)

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 Service. You will be required to carry out housing management functions to include, appropriate checks on all housing applications received, checking references and conducting estate/government property visits.

Contact us for more information and a discussion.

Enquiries: Melissa Fowler on Tel No 22270 or Email melissa.fowler@sainthelena.gov.sh
Closing date: 12 September 2025
Shortlisting date: 17 September 2025
Interview date: 25 September 2025

Assistant PAYE Officer (£10,088 per annum)

Are you interested in taxation? If so, the Treasury has an opportunity to join their Income Tax team. As the Assistant PAYE Officer, you will help employers and employees in understanding the PAYE tax system and confirming that the correct taxes are paid. You will assist the PAYE Officer with the day to day management of the PAYE system in accordance with the Income Tax legislation, providing tax codes and responding to tax queries. You will also maintain the PAYE database and audit tax data.

Contact us for more information and a discussion.

Enquiries: Pamela Joshua on Tel No 25880 or Email Pamela.joshua@sainthelena.gov.sh
Closing date: 12 September 2025
Shortlisting date: 17 September 2025
Interview date: 24 September 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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Education IT Systems Administrator (£15,418 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: 12 September 2025

Shortlisting date: 17 September 2025

Interview date: 25 September 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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