



JOIN US! WE ARE RECRUITING...

BENEFITS

- 30 days annual leave + public holidays
- 15% SHG pension contribution (defined contribution scheme)
- Training & development opportunities
- Paid sickness absence

HOW TO APPLY

Job profiles and application forms:

www.sainthelena.gov.sh/government/vacancies or from Central HR & OD, The Castle, Jamestown.

For queries, contact the recruitment team on **22470** or recruitment@sainthelena.gov.sh

Submit completed application forms (not CVs) via your Director/Line Manager (if applicable) to the HR Officer, either by email or paper copy, by the closing date.

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 nicole.richards@sainthelena.gov.sh
Closing date: 12 September 2025
Shortlisting date: 17 September 2025
Interview date: 25 September 2025

Senior HR Assistants (£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 or Anya Richards on Tel No. 22470 or Anya.richards@sainthelena.gov.sh or Sharnell.benjamin@sainthelena.gov.sh
Closing date: 18 September 2025
Shortlisting date: 24 September 2025
Interview date: 07 October 2025

The St Helena Public Service welcomes applications from all members of our community, including St Helenians overseas wishing to return home (contact recruitment@sainthelena.gov.sh for support).

We encourage applications regardless of age, gender, disability, sexual orientation, religion or belief. Selection is based solely on merit against the role profile and person specification.

All appointments require satisfactory clearances (medical, vetting/DBS, references). SHG may verify information provided. Benefits may vary by role and are subject to change.



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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

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