



JOIN US! WE ARE RECRUITING...

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.

Pensions & Payroll Manager

(£16,248 per annum)

Plus Market Enhancement of £2,000 per annum (pro-rata)

Do you possess strong interpersonal skills and have experience in working in an accounting or finance related role? If so, Treasury has an opportunity to join their Central Finance team as the Pensions & Payroll Manager. Duties include responsibility for administering all pensions-related work and overseeing the efficient day to day operations of the Payroll section. Contact us for more information and a discussion.

Enquiries: Nicholas Yon on Tel No. 22470 or Email: nicholas.yon@sainthelena.gov.sh

Closing date: 07 November 2025

Shortlisting date: 12 November 2025

Interview date: 25 November 2025

Land Registry Officer

(£13,569 per annum)

Do you possess strong interpersonal skills and have experience in working in a customer focused environment and the ability to understand complex legal documents? If so, the Economic Development Portfolio has an opportunity for you to join their team. You will be responsible for the management of Land Registry functions which include: preparation of Land Registry documents in respect of Private Transfers, Statutory Declarations and Easements. Main duties and responsibilities also include preparation of Residential and Commercial Leases, Licences and Transfer documents for Crown Land.

Enquiries Mike Durnford on Tel No. 22270 or Email: mike.durnford@sainthelena.gov.sh

Closing date: 10 November 2025

Shortlisting date: 13 November 2025

Interview date: 25 November 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 responsibility for the receipt and delivery of all international mail to and from vessels and aircraft and assisting with the sorting and issuing of local and international mail; including preparation of relevant documentation correctly, deliver mail posted for recorded delivery, responsible for providing statistical data, maintain the condition of post boxes and vehicles. Contact us for more information and a discussion.

Enquiries Naomi Young on Tel No. 22008 or Email: naomi.young@sainthelena.gov.sh

Closing date: 07 November 2025

Shortlisting date: 12 November 2025

Interview date: 26 November 2025

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.



JOIN US! WE ARE RECRUITING...

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.

Fuel Infrastructure Project (FIP) Maintenance Worker (£11,341 per annum) (Fixed Term Contract until October 2026)

The Fuel Infrastructure Project within the Programme Management Office is seeking a Maintenance Worker. In this role, the Maintenance Worker will be required to work to the FIP's fuel facilities preservation and maintenance programme and keep accurate records of all preservation maintenance work. You will also be required to take responsibility for site maintenance, particularly relating to the SHAP fuel systems in Rupert's and at the Airport. From time to time this may involve work in other parts of the Airport Development Area. Contact us for more information and a discussion.

Enquiries: Darrell Clingham on Tel No 22289 or Email darrell.clingham@sainthelena.gov.sh
Closing date: 31 October 2025
Shortlisting date: 05 November 2025
Interview date: 13 November 2025

1:1 Teaching Assistant (St Helena Secondary School) (£10,714 - £10,966 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: 31 October 2025
Shortlisting date: 05 November 2025
Interview date: 13 November 2025

Trainee Dental Technician (£11,604 - £12,267 per annum)

The Dental team is seeking a Trainee Dental Technician to join their team who will work closely with the Senior Dental Technician and Dentist. This role involves working on prescriptions or directly with patients to provide or repair dental prosthetics and devices, thereby improving patients' oral health, appearance, speech, and overall wellbeing. The trainee will acquire practical skills necessary to perform key duties and responsibilities while engaging in a structured modular and self-directed learning platform. Upon successfully completing all modular and end-of-training assessments, the trainee will progress to a Grade C5. Contact us for more information and a discussion.

Enquiries: Charmaine Buckley-Thomas on Tel No 25387 or Email charmaine.buckley-thomas@sainthelena.gov.sh
Closing date: 29 October 2025
Shortlisting date: 13 November 2025
Interview date: 20 November 2025

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.