



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. In this role, you will be required to administer all pensions work related to the two schemes related the Public Service and overseeing the efficient day to day running 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.

Contact us for more information and a discussion

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

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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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

Teacher - Science (SHSS) (£12,432 – £20,645 per annum)

Do you have a passion for education and a love of science? We are seeking a dedicated and enthusiastic Teacher of Science to join our team and inspire the next generation of learners. In this role, you will deliver engaging and high-quality teaching across Key Stages 3, 4, and 5, helping students develop both academically and personally. You will plan, prepare, and teach well-structured, differentiated lessons that spark curiosity and foster scientific thinking. You will also set meaningful home learning tasks that consolidate learning and support steady progress. We're looking for a teacher who can bring science to life, encouraging students to question, explore, and understand the world around them. If you are passionate about creating positive learning experiences and committed to helping every student achieve their potential, we would love to hear from you

Contact us for more information and a discussion

Enquiries: Phil Toal on Tel No. 24290 or Email:
phil.toal@sainthelena.gov.sh

Closing date: 14 November 2025

Shortlisting date: 19 November 2025

Interview date: 27 November 2025

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Emergency Medical Technician – 1 year fixed term with the opportunity to extend £16,248 per annum

As an EMT, you'll respond to emergencies, deliver clinical care across community and hospital settings, and take responsibility for the Emergency Department in the absence of a senior clinician. You'll provide care in line with JRCALC and UK Resuscitation Council guidelines, ensuring safe, high-quality, and compassionate care for every patient. The role includes on-call duties, unsocial hours, and opportunities to support service development and training. This is an opportunity to use your skills in a challenging but rewarding environment where teamwork, adaptability, and professionalism are key. You will be part of a service that plays an essential role in supporting the island's health and wellbeing.

Contact us for more information and a discussion.

Enquiries: Michael Gaga-Hale on Tel No. 22500 or Email
michael.gaga-hale@sainthelena.gov.sh

Closing date: 10 November 2025

Shortlisting date: 12 November 2025

Interview date: 21 November 2025

Forest Worker £10,088 per annum

The Forestry Section is looking to recruit a Forest Worker to provide support for a labour service under the supervision of the Nursery Chargehand, Silviculture Officer, or Forestry Officer. The role involves primarily all aspects of tree seedling production but does include performing manual forestry tasks, which encompass land clearing, control of invasive and alien plant species, ground preparation, planting, thinning, pruning, fencing, cleaning, and the harvesting of sawlogs, firewood, and fence posts, as specified by the relevant line manager. Contact us for information and a discussion.

Contact us for more information and a discussion.

Enquiries: Myra Young on Tel No. 24724 or Email
myra.young@sainthelena.gov.sh

Closing date: 13 November 2025

Shortlisting date: 18 November 2025

Interview date: 26 November 2025

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