



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.

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 November 2025

Shortlisting date: 21 November 2025

Interview date: 27 November 2025

BIOT Preparedness Project Manager (Rate of Pay: competitive, dependent on experience)

Central Support Service is seeking to recruit a Project Manager on a casual contract basis to coordinate, plan and manage activities to ensure St Helena Government are suitably prepared in the event further migrants arrive on the British Indian Overseas Territory and are subsequently sent to St Helena. You will be required to communicate and interact fully across SHG and the private sector, and to provide oversight and reporting on key project activities being undertaken. A logical approach and the ability to communicate clearly is essential. Previous experience managing projects is desirable.

Please note that as a Casual Worker you will only be entitled to receive payment for the hours worked. Annual leave etc. will not apply. This role is funded by the FCDO in support of BIOT planning work. The rate of pay is negotiable and will take account of experience and qualifications.

This role is advertised to start as soon as possible therefore candidates will be shortlisted on submission of interest and the advert will close when we have successfully appointed. We can share the terms of reference for this role on request. To apply please submit a statement outlining your interest and suitability for this role to recruitment@sainthelena.gov.sh

Enquiries: Stephen Thwaites (Governor's office) Tel: 25393
Ian Todd (Head of the public service) Tel:2252
Tasha Harris (Governor's office) Tel: 22869

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.