VACANCY

Human Resources Officer

Connect Saint Helena Ltd has a vacancy for a Human Resources Officer. This role serves as the first point of contact for all HR-related enquiries from employees and management. Reporting to the Senior Human Resources Officer, the postholder will liaise with section managers and support the delivery of key HR functions, including recruitment and selection, onboarding, offboarding, and employee relations. The role requires a proactive and professional approach to advising and supporting managers and staff, ensuring the effective delivery of HR services across the organisation.

EXPERIENCE & QUALITIES

- A minimum of 3 years' experience working in a busy administration office.
- 1 year experience in a customer-focused environment
- Experience of working in a HR or shared service function and using people systems.
- Experience of minutes taking
- Intermediate IT skills, including a minimum of 3 years' experience using Microsoft Word/Excel

QUALIFICATIONS

- GCSE's in English and Maths at Grade C or above, or an equivalent
- CIPD Level 3 Certificate/Diploma in Human Resources Practice

BENEFITS

- A competitive salary commensurate with qualifications and experience.
- 15% pension contributions of the base salary and 30 days annual leave.

For further information contact Annalisa Young +290 22255. Completed application forms can be handed into the Connect Saint Helena Ltd main office at Seales Corner, Jamestown or via email: Annalisa.Young@connectonline.co.sh by 9:00am on Wednesday, 18 November 2026. To be considered for this role please complete our application form, CV's will not be accepted.

www.connect.co.sh/vacancies.html | connectsainthelenaltd | https://www.linkedin.com/company/connect-saint-helena-ltd/