



ASCENSION ISLAND GOVERNMENT

VACANCY NOTICE

HUMAN RESOURCES / ADMIN ASSISTANT

£10,000 pa plus benefits

About the role

We're looking for an experienced administrator, ideally with an HR / Recruitment background, to join the Human Resources team and support the delivery of our work across all aspects of HR. In addition, during peak periods / leave, you will also provide admin assistant support across other areas of the Resources Directorate.

What you'll do

You'll provide admin support to the HR team, across all aspects such as recruitment, contracts, employee relations and record-keeping. With experience of using electronic and paper-based admin systems, you'll maintain accurate employee records, prepare payroll documentation, and produce information for reporting purposes. You'll ideally have had some experience within HR, particularly recruitment, and will be able to produce draft adverts, job descriptions and other recruitment-related correspondence. With a keen eye for detail and accuracy, and a commitment to maintaining confidentiality and discretion at all times, you'll play a vital role in the delivery of our people-related activity within AIG.

What you'll bring

You'll have the ability to communicate effectively both verbally and writing, strong written English skills, experience of drafting documentation / communication. You'll be discrete, confidential, and sensitive to all work and personal issues you come across in the role. You'll have the flexibility and prioritisation skills to manage your own workload, and be willing to undertake admin duties across other areas of the directorate, such as within Finance, Stores, the Post Office etc.

What we offer

In addition to an annual salary of £10,000 (taxable on Ascension), the role attracts a single status contract and the following benefits:

- Rent free accommodation (if single status) with single status electricity and water allowances)
- Single status food allowance of £3,350 pa
- Relocation costs for your personal effects, including the shipment of a vehicle
- One mid-contract return journey to your country of recruitment
- A gratuity payable on the successful completion of a 2 year contract
- 30 days' annual holiday (with additional 9 days public holidays)
- Free primary dental and medical care

The appointment will be subject to:

- Satisfactory employment references
- Criminal Records Check
- Satisfactory Medical Clearance

Closing date: 4pm, Monday 20 December 2021

Interviews: TBC - by Skype if off island

Required start date: Jan/Feb 2022

For more information, a full job description, and to apply visit: www.ascension.gov.ac/lifestyle-and-employment/working-here/

If you have any queries about the role, email recruitment@ascension.gov.ac