



**We are looking for an Administrative Assistant to join the Ascension Island Government
(Package worth up to £18,000 per annum)**

The Ascension Island Government is looking for an Administrative Assistant to work across a range of different departments in AIG. This will offer a unique opportunity to learn new skills and develop existing ones. The successful applicant will carry out a range of administrative duties across departments such as the Post Office, Stores, Finance and HR to name a few. You will be able to cover periods of absences during planned annual leave and support busy peak periods as required.

Previous administrative experience will be of benefit, however, training can be provided by individual departments. You must be willing to learn and adapt to new situations as well as having a passion for customer service and good organisational skills. You must be an effective user of IT and a good communicator.

We are offering a two year, single status, contract with a salary of £8,000 per year (taxable in Ascension). You will also receive the following benefits valued at £10,000:

- 37.5 hour working week
- Rent free accommodation (with electricity and water allowances)
- A food allowance of £3,089
- 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

This appointment will be subject to satisfactory:

- Employment References
- Criminal Records Check
- Medical Clearance (Ascension Island has limited medical facilities. If you believe that you have a medical condition that may be difficult to treat here please contact our Senior Medical Officer for a confidential discussion via smo.hospital@ascension.gov.ac)

We are looking for the successful applicants to start as soon as possible.

Closing Date: Friday 30th of August 2019

Interviews: Week commencing 2nd of September

Interviews will be carried out via Skype or teleconference

For more information (including detailed job description) and to apply visit: www.ascension-island.gov.ac/working-here/ or email your CV to: recruitment@ascension.gov.ac