**About Us**

**Contact Us + Organogram of New Structure (link to doc)**

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**St Helena Island**

**Heritage**

For an Island of just 47 square miles St Helena is rich in unique environmental and cultural heritage.

In the capital of Jamestown nearly every building is listed because of its historic importance while its Main Street has been described as ‘one of the best examples of unspoilt Georgian architecture anywhere in the world.’

The St Helena National Trust is responsible for the protection, enhancement and promotion of the Island’s natural and built heritage which include restoring the Island’s fragile Gumwood forests, conserving the endemic Wirebird, promoting the protection of the historic buildings and fortifications, and educating and training local people.

There is also a Heritage Society which continues to develop the Museum of St Helena with temporary exhibitions both encouraging repeat visits from Islanders and tourists alike.

To find out more about St Helena’s heritage and the work of the St Helena National Trust visit their website at <http://www.nationaltrust.org.sh/>

The St Helena Government is also committed to conserving the Island’s environment and the focus of its Environmental Management Directorate (EMD) is to mainstream environment and climate change within St Helena Government. EMD also focuses on policy and legislation, communication and stakeholder engagement, evidence-based advice, assessment, monitoring, evaluation and enforcement.. More information on the Environment and EMD can be found on the **Environment** Page. **(Link to Main Tab)**

**Culture**

St Helena has a small population with just over 4000 residents (2008 Census). In recent years the population has reduced as most ‘Saints’ as they are known have migrated to the UK or work on the Falklands, Ascension Island and Germany where the job opportunities have traditionally been better than those on island. The airport construction is now changing that.

‘Saints’ mainly descend from European planters, Chinese workers, and slaves from Madagascar, Asia and Africa. ‘Saints’ are known for their friendliness and hospitable nature.

The diversity of the Saint population is reflected in their cuisine from spicy goat meat curry to tasty pumpkin pudding.

**Celebrations**

Discovered on 21 May 1502 (by the Portuguese), the Island commemorates its birthday with a public holiday celebrated in true St Helenian fashion.

Other merriments traditionally celebrated on the Island are the festive seasons of Christmas and Easter, a Biennial Walking Festival, Festival of Running and Festival of Arts and Culture. Church parades also take place every 4th Sunday of the month where the Scouts, Cubs, Rainbows, Brownies and Guides march through the Main Street of the capital Jamestown before attending service at St James’ Church, the oldest church in the Southern hemisphere. This also takes place on Remembrance Sunday when they are joined by other uniformed contingencies like the Police, Salvation Army and the Gettogethers Orchestra.

An annual Scout’s Sports Day is also held in the ‘Mule Yard’, at the seafront, on the Sunday of the August Bank Holiday weekend which is a fundraiser for the 1st Jamestown Scouts Group. St Helena also celebrated UK festivals, such as the 2012 Diamond Jubilee, where it put many UK towns to shame.

**Music**

The Saints’ taste in music is as diverse as its culture from country to rock to pop and R n B. Locally produced music is also growing, with some Saints producing their own ‘local talent’ CDs available to buy in local shops and online.

**Religion**

The majority of people on St Helena follow the Church of England. The Island also has its own Bishop who resides on the Island.

Other denominations represented on the Island are Roman Catholic, Salvation Army, Baptist, Seventh Day Adventist, Jehovah's Witness, New Apostolic and Baha’i Faith.

**Saints Overseas and the St Helena Ambassador**

Our aim is to provide you with information on developments at “Home” so that you are kept in the loop with changes that are taking place here on St Helena and the effect such changes may have on Island life. St Helena is developing rapidly now that the airport is under construction; we encourage you to read on.

Copies of the St Helena Ambassador can be downloaded here:

You can also find out more news about St Helena at:

[www.saint-connect.com](http://www.saint-connect.com)

**St Helena Government**

**Vision**

The Vision for St Helena is set out in its Sustainable Development Plan 2012/13 -2014/15 **(link to doc)** is:

In summary it is:

***‘Strengthened community and family life through vibrant economic growth, a healthy environment and with opportunities for all to participate, within a framework of effective government and law.’***

The Island wants to strengthen community and family life and to do this must create the conditions for a large number of Saints who have gone overseas to come home. This can only be achieved by improving the standards of living, through economic growth, better public services, with opportunities for all to participate.

St Helena can make itself a more attractive place to live through the new airport - building an economy with real prospects for the people living here to make a better life for themselves. A buoyant economy will also provide a bigger tax base for the government to provide better public services.

Critical to both the sustainability of social development and economic growth is the effective management of the environment*.* The environment **(link to Environment Main Tab)** is one of the Island’s key selling points and is, therefore, a vital ingredient in the Island’s tourism offer, while also an important element of health and wellbeing for our residents.

Realisation of the vision is only possible with effective government and lawto help guide the way. People living and doing business on the Island should be able to rely on the law to protect their interests and on the Government to do all it can to ensure the vision for St Helena is achieved.

**Governor’s Message (we will get this to you as soon as possible)**

**Constitution**

St Helena is an internally self-governing Overseas Territory of the United Kingdom.  It forms part of a group comprising St Helena itself along with Ascension Island and the Tristan da Cunha group of islands.  Within the group, there are three separate, but intricately-related, legal systems: the information on this site relates specifically to St Helena.

St Helena has its own legislature, empowered to make laws known as Ordinances. Many of the Ordinances enable an authority (usually the Governor in Council) to make detailed ‘secondary legislation’ in the form of Rules, Regulations, or Orders. These Ordinances, and their associated secondary legislation, are available on this site; **click here to go to our Legal System page.** **(Link to legal system page).**

All of these ‘local laws’ are made under the authority of St Helena’s Constitution, which is found in an Order in Council made under the Saint Helena Act, 1833. This is because ultimate legislative and executive authority for the British Overseas Territories resides in the British Crown. The Saint Helena Act can be found at <http://www.legislation.gov.uk/ukpga/Will4/3-4/85/contents>: The Order in Council is at <http://www.legislation.gov.uk/uksi/2009/1751/contents/made>.

The Constitution provides for a Legislature, an Executive, and a Judiciary; with specific measures to protect the independence of the Judiciary from the other two organs of Government.

**The Legislature:** the Constitution provides for a **Legislative Council** which comprises-

* A Speaker, and a Deputy Speaker – neither of whom has a vote;
* Three Ex Officio Members (The Chief Secretary, Financial Secretary, and Attorney General), none of whom has a vote;
* 12 Elected Members.

The Elected Members are elected by a system of Polls based on a system of universal adult suffrage.

Technically, the legislature comprises Her Majesty the Queen and the Legislative Council; but, in practice, it is usual for the Governor (the Queen’s representative in the Territory) to approve, on Her behalf, Bills which have been passed by the Legislative Council.  The former limited discretionary power for the Governor to enact an Ordinance without the approval of the Council was removed when the Constitution was revised in 2009.

**The Executive:** Executive Authority is vested formally in Her Majesty and exercised on Her behalf by the Governor.  But the Governor is, in most matters, required to consult the Executive Council and to act in accordance with its advice.

The **Executive Council** comprises the three Ex Officio members (who do not have a vote) and five Elected Members.  The Elected Members are elected by the 12 Elected Members of Legislative Council, from amongst themselves.

The expression ‘Governor in Council’ means ‘the Governor, acting after consulting the Executive Council.

**The Judiciary:** the Constitution provides for a Supreme Court and a Court of Appeal, and allows for local laws to create subordinate courts.  Further details are given on our page about the Legal System (see below).  The Court of Appeal is to the Judicial Committee of the Privy Council, in London.

**Legal System**

The legal system of the territory is based on English law, and is administered by an independent judiciary.

**The Laws:** St. Helena has a body of locally-enacted laws (Ordinances and secondary legislation), the texts of which are available via this link: [**link to alphabetical index on Law Page**].  The online versions are regularly updated with new laws and amendments, usually within a few days of the change taking effect.

In any matter not covered by a local law, St Helena uses English Law.  The English Law Application Ordinance **[link direct to that Ordinance]** adopts English Common Law and those English Statutes which were in force in England on 1 January, 2006.  However, these laws are applied with such modifications, adaptations, qualifications and exceptions as are necessary to make them suitable to local circumstances **(link to section 3 of the Ordinance).**

In addition, a number of laws are applied directly to St Helena by Act of Parliament, or by Orders in Council authorised by an Act.  These mostly concern international issues such as Merchant Shipping, Aviation, and UN or EU sanctions: Other examples include the Saint Helena Act 1833 and the Constitution made under it (see the ‘Constitution’ page).

**Courts:** Most civil and criminal cases are dealt with in the Magistrates’ Court, established under the Magistrates’ Court Ordinance 2011 **[link direct to that Ordinance].**  But that Court has no jurisdiction in matrimonial cases (divorce/nullity of marriage), probate (administration of the estates of deceased persons), or indeed any other area which is not specifically mentioned in the Ordinance.  All matters which are not able to be dealt with in the Magistrates’ Court are the province of the Supreme Court, which is established by section 82 of the Constitution.

The Supreme Court also hears appeals against the decisions of the Magistrates’ Court. Section 86 of the Constitution establishes a Court of Appeal, which determines appeals against decisions of the Supreme Court; and there is a final appeal (in limited circumstances) to the Judicial Committee of the Privy Council in London.

There is also a mechanism for the investigation of sudden or suspicious deaths, in which decisions are made by Coroners.

The judges of the superior courts (Supreme Court and Court of Appeal) are appointed by the Governor, acting on instructions from a Secretary of State acting on behalf of the Queen. They can only be removed on grounds of inability or misconduct, and only after investigation by a specially-constituted tribunal of three members, at least two of whom must be serving or former judges of a superior court in some part of the Commonwealth or Ireland.

The judges of the subordinate courts are appointed by the Governor on the advice of the Judicial Service Commission (‘JSC’) constituted by section 94 of the Constitution. They can only be removed on grounds of inability or misconduct, and only if the JSC has recommended removal.

**Human Rights**

The Constitution contains, in sections 5 to 25, a comprehensive set of provisions about fundamental human rights and freedoms, based on relevant international obligations such as the European Convention on Human Rights and the International Covenant on Civil and Political Rights. **[Link to Constitution]**

**Government Structure**

St Helena Government is made up of 10 Directorates. A list and summary of each Directorate and their responsibilities is found below:

**New Organogram to be inserted here but we are awaiting the final version, will get this to you as soon as possible.**

**Secretariat**

The Secretariat, formerly called the Office of the Chief Secretary, is the corporate administrative office of SHG. Overlooking the seafront, it occupies the top floor of the Castle buildings and accommodates both the Governor and Chief Secretary’s offices.

As head of the Public Service and the Governor’s chief policy adviser, the Chief Secretary is responsible for the overall conduct of Government business. The Secretariat supports the Governor’s Office, Executive and Legislative Councils and all of the Directorates of Government. It is, in fact, at the heart of Government activities.

The Secretariat is managed by the Deputy Chief Secretary supported by the Manager of Central Administration, an Assistant Secretary of Administration, Clerk of Councils, Information Officer and Chief Public Relations Officer plus eight other staff members.

While The Strategic, Policy and Planning Directorate takes a leading and co-ordinating role in the strategic planning process, the Secretariat has overall responsibility for Government’s strategic planning, including St Helena Government’s communications and public relations strategies, internal auditing, the St Helena Archives and divestment of non government activities.

**Key services provided by the Secretariat include:**

**General and Administration**

* Providing services and support to Executive and Legislative Council
* Supporting private sector development and investment initiatives through the implementation of a divestment strategy
* Supporting Enterprise St Helena in marketing St Helena as an investment and tourism destination
* Providing corporate advice and support to Government directorates on general matters
* Providing advice and support to the general public on policy/general matters
* Co-ordinating/compiling reports in compliance with international conventions
* Co-ordinating bids for FCO funding and monitoring project expenditure
* Arranging appointments to statutory boards and committees

**Information/Archives**

* Responsible for the Public Service electronic filing system
* Maintaining the SHG website
* Developing New Media and Records Management Strategies
* Quality Assurance Checks of all SHG websites
* Maintaining Internal Communications
* Preserving and conserving archival records
* Undertaking research for Government Directorates and members of the public on-Island and abroad
* Repairing and binding material for Government Directorates
* Assisting visitors in carrying out their own research

**Public Relations**

* Communicating economic, social and environmental news to all audiences
* Communicating St Helena Government vision, other matters and information through press releases and reports
* Communicating news to various groups through various newsletters
* Managing the St Helena Government website
* Dealing with enquiries from local and international media
* Providing communications advice to all SHG Directorates.

**Judicial**

* Administration of Oaths
* Processing matters related to the Supreme Court, Magistrates Court, Juvenile Court and Court of Appeal
* Clerical support to HM Coroner
* Registration of Charities
* Registration of Companies
* Registration of Patents and Trade marks

**Planning and Building Control**

* Exercising control over the Land Development Control Plan in accordance with the Land Planning Control Ordinance
* Processing development applications in accordance with the Land Planning and Development Control Ordinance
* Providing a building control service
* Enforcing building regulations
* Providing guidance and advice on land planning matters.

**Air Access** **(Waiting on Information, will get this to you soon)**

**Education and Employment**

Under the leadership of the Director of Education and Employment, supported by a staff compliment of 148, the Directorate of Education plays a major role in the development of St Helena.

Adapting the UK National Curriculum for local use, the Directorate of Education and Employment continues its aim to raise the Island’s education standards through its primary and secondary schools, promoting lifelong learning through its Adult Vocational Education programmes and developing appropriate programmes for students with special needs.

For students wishing to further their education outside of normal school hours, the Directorate of Education provides evening classes on a variety of subjects and encourages distance learning and online correspondence courses. There is also the opportunity for a number of students to study abroad but this is dependent on individuals meeting the required criteria, and the number of scholarships on offer at any one time. More recently with improvements in St Helena’s telecommunications, the Islands’ high school students at Prince Andrew School receive tutoring sessions via video conferencing.

The Directorate’s key services include:

* Provision of primary sector education for pupils from the age of 4 to 11 years at Harford, Pilling and St Paul’s Primary schools
* Provision of secondary education for students 11 years of age and over at Prince Andrew School
* Provision of tailor made programmes for special needs students
* Recruitment of local and international teachers and instructors
* Local and overseas training and professional development of teaching and support staff
* Provision of a Public Library and a Mobile Library service which operates in the rural areas on a weekly basis
* Provision of a lifelong learning through appropriately structured programmes developed by the Adult and Vocational Education Service (AVES)

**Health and Social Welfare**

Under the guidance of its Director, supported by a staff compliment of around 250, made up of both local and specialist personnel, the Health and Social Welfare Directorate has overall responsibility for the Island’s health care services, social services, social security and social housing.

Where the Island is unable to accommodate or provide medical care/services of a serious nature, the Directorate is responsible for referral of such cases overseas. This is done through its links with the South African and United Kingdom medical services.

The Health and Social Welfare Directorate takes a leading role in promoting healthy eating and lifestyle. This is communicated through Public Relations, public seminars, leaflets and on occasion, through the use of local TV programming.

Key services provided by the Directorate include:

• Medical, nursing and community care services

• Elderly and home care services

• Social services, including the learning disability sector

• Pharmacy and Laboratory services

• Dental Services

• Environmental health services including pest control and sanitary services

• Assessments for Income Related Benefits and Basic Island Pensions

• Social housing assessments and allocation

• Administration support services

**Strategic Policy and Planning**

The Strategic Policy and Planning Directorate (SPPD) is led by its Director and supported by a Social Policy Planner, Strategic Planning Assistant, an Economist, Junior Economist and other staff.

The SPPD has a leading role in making SHG work in a more efficient, effective and corporate manner.

While Council Committees are responsible for setting Government policies and strategies, the SPPD maintains an overview of the implementation process. Working alongside of other Directorates and Councillors, it assists with the identification of issues, providing guidance and advice on strategic and policy issues and ensuring best practices are followed, monitoring and reporting on progress.

SPPD also monitors the recruitment of visiting Advisers and Consultants and ensures that clear decisions are taken on recommendations made by Advisers/Consultants, and implemented. SPPD is also responsible for ensuring that the advice given by Advisers and Consultants is properly integrated into SHG’s policy process.

Corporate Risk Management is another function which falls under the responsibility of the SPPD, along with the development of an SHG Risk Register, providing guidance on SHG’s approach to risk management and regularly reporting.

Human Resources

The Human Resources Directorate has a crucial role to play in SHG in ensuring that it fulfils its role in the modernisation programme and delivers the Human Resource functions required of a modern Human Resources Directorate.

The Directorate’s Mission Statement is to

‘Lead on human resources interventions that enable directorates to achieve SHG’s Strategic Objectives’

While their goal is:

“To add value to SHG by developing appropriate personnel policies and learning and development programmes, as well as putting effective employment practices into place, to ensure SHG has an HR function that manages the needs of our organisation by maintaining a stable workforce, managing the needs of staff within a fair and legal framework.”

The Human Resources Directorate is divided into three sections, each headed by a Senior Human Resources Officer (SHRO), reporting to the Director of Human Resources (DOHR).

*Contracts Section*

Responsible for:

* Management of international recruitment in line with Technical Cooperation Protocol for Spend
* Contract Management including negotiation with successful candidates
* Monitoring of Technical Cooperation Spend
* Review and application of the Code of Management and of the Terms and Conditions of Service for Technical Cooperation Officers
* Employee Relations

*Workforce Planning Section*

Responsible for:

* Strategic Planning
* Management of Budget (HR, Technical Cooperation & Technical Cooperation Training)
* Pay and Grading
* Job Evaluation
* Recruitment Policy and Practice (Departmental and Public Service Commission)
* Training of SHG staff on HR matters
* Workforce Planning
* Talent Management and Career Development
* Succession Planning
* Staff Transfers and Disciplinary Issues
* Lead review, development and implementation of SHG’s Performance Management System
* Remuneration and Terms and Conditions
* Functional Analysis, Public Sector Modernisation Programme initiatives
* HR Policies and Procedures
* Review and application of Code of Management

*Generalist Section*

Responsible for:

* HR Administration
* Overseas Training (Technical Cooperation Training)
* SHG’s Training and Development Plan
* Assist WP Section and Recruitment Policy and Practice (Departmental and Public Sector Commission)
* Secretarial Support to Public Service Commission
* Manage performance appraisal policy, practice and data analysis
* Facilitate Entrance exams to the public service
* Personnel issues e.g. salaries, advances, allowances, pensions, including terminal benefits
* Staff Absence, including sick leave and resignation statistics
* Review and application of Code of Management
* Functional Analysis
* HR Policies and Procedures
* Employee Relations
* Misconduct & Disciplinary

**Corporate Procurement**

The role of the Corporate Procurement Directorate is to contribute to enhancing the quality of life of the people of St Helena and their environment by:

* Effective procurement, and targeting and co-ordination of donor aid within programmes/projects reflecting local ownership and best practice;
* Establishing, co-ordinating and monitoring efficient, effective procurement systems, processes and procedures that deliver value for money.

The Directorate is responsible for:

* Corporate procurement;
* Aid donor co-ordination, including project/programme planning, development, support and monitoring.

The following services are delivered by the Directorate:

* Quality assurance of SHG’s procurement and contracting processes and procedures.
* Provision of advice, guidance and associated capacity building on procurement matters to all Directorates.
* Co-ordination and facilitation of St Helena Government’s divestment programme.
* Monitoring and evaluation of large-scale St Helena Government contracts throughout their life cycle to ensure compliance and value for money.
* Undertaking centralised procurement of goods for use across St Helena Government as required.
* Preparation and development of EU project/programme bids and associated documentation in respect of St Helena, Ascension and Tristan da Cunha and programming and co-ordination of all EU-funded territorial and regional funding allocations made to the three Islands in accordance with the requirements of the European Commission’s Overseas Decisions.
* Co-ordination, facilitation and submission of all responses to EU Green Papers, White Papers and Questionnaires issued for completion by St Helena, Ascension and Tristan da Cunha.
* Co-ordination and facilitation of UNDP and WHO funding.
* Provision of support to Directorates relating to project identification, design and donor requirements during implementation, including co-ordination of multi-disciplinary appraisals and preparation of project proposals.
* Monitoring the relevant portions of the development assistance budget, checking physical progress, forecasting likely future requirements and maintaining records of all EU and UNDP project expenditure.
* Provision of stakeholder training relating to procurement and project management issues.

**Agriculture and Natural Resources**

The Agriculture and Natural Resources Directorate contributes to the quality of life on St Helena through implementation of agricultural, forestry, fisheries and natural resources programmes and the provision of services to producers and the general public. The Directorate aims to promote and preserve St Helena’s agricultural community and be responsible stewards of its natural resources.

These programmes and services are delivered through the Directorate’s five Divisions of Agriculture, Forestry, Fisheries, Environmental Conservation and Administration.

The Agriculture Division’s primary functions and services in support of agricultural production include:

* Agriculture policy to further the interests of the industry as well as helping to increase the visibility of the industry.
* Irrigation services to producers.
* Licencing and leasing of agricultural land and buildings to producers for arable and livestock production.
* Extension services for arable and coffee production and horticultural activities.
* Veterinary services to support livestock production and domestic animals.
* Pest management services.
* Biosecurity services.

The main responsibilities and services provided by the Forestry Division include:

* Forest policy to provide and manage a Forest Estate that is able to support a timber, fencing and firewood production market.
* Silviculture activities: nursery, tree planting, prunings and thinnings.
* Production activities: sawlog and fencing harvesting for the Sawmill; firewood harvesting, processing and sales.
* Tree surgery services for the SHG Crown Estate and the public.
* Grounds maintenance services for the SHG Crown Estate.

The Environmental Conservation Division’s key responsibilities are:

* Implementation of endemic plant species recovery programmes.
* Endemic plant nurseries and establishment activities.
* Endemic habitat management and restoration.

The Administration Division’s main functions are:

* Budget and Registry control.
* Human resources and payroll.
* Procurement and stores management.
* Public information.

**Police**

The Police Directorate falls under the umbrella of the Island’s Governor. Its Director is supported by a staff compliment of 63 made up of local and expatriate police officers, prison officers, fire and sea rescue officers, immigration officers and administrative staff. There is also a small police detachment of up to six officers operating on Ascension Island.

The Directorate’s principal responsibility is to protect and preserve life and property and promote a safe and secure environment. To achieve this we take positive action to build public confidence in our service, reduce crime and work with others to improve public safety and to develop emergency services and disaster management capability.

Key services provided by the Police Directorate are:

* Delivering advice, guidance and action on all police related issues
* Responding to all fire and sea rescue incidents
* Processing all matters relating to immigration and emigration i.e issuing of passports, processing visas, boarding ships and yachts for immigration formalities, processing applications for British Overseas Territories Citizenship
* Providing prison and probation facilities for prisoners and young persons as appropriate
* Delivering rehabilitation programmes for offenders
* Vehicle testing and certification of road worthiness of all government vehicles

**Infrastructure and Utilities**

The Director of Infrastructure and Utilities is supported by a staff compliment of nearly 200. The total expenditure of these teams amounts to just in excess of £5.2 million per year. In addition the teams generate more than £3.5 million of revenue.

The Infrastructure and Utilities Directorate has overall responsibility for providing and maintaining the Island’s generation and distribution of **electricity**; **water** collection, treatment and distribution; its **sewerage** system; the network of public **roads and bridges**, and the provision and maintenance of the **Crown Estate buildings and land**. It also provides technical advice on construction projects across SHG.

In addition to providing general public and administration services, the Directorate also has responsibility for the St Helena Government’s pool of vehicles which provides transport and construction plant for its own and other directorates’ essential needs.

The aim of the Directorate is to support the development of St Helena by providing a range of high quality services with commercial efficiency, whilst at the same time strengthening the Island’s infrastructure, thereby enabling the Island to maintain an active and eventually financially independent St Helena.

**Environmental Management**

“The Environmental Management Directorate (EMD) is the most recent Directorate established in April 2012

Its role is to be the focus of environmental management for the St Helena Government through the creation and implementation of policy and regulation, and the provision of advice.

For a long time the emphasis of environmental work has been on biodiversity - endemic and native species conservation and restoration. The EMD has one division dedicated to the continuation of this important work. But two other new divisions will focus on other aspects of the environment such as climate change, waste management, pollution - that also play a vital role in future development.

|  |
| --- |
| The EMD has three Divisions:   * Environmental Assessment and Advocacy * Nature Conservation * Environmental Risk Management |

An organogram of the EMD can be viewed here >>> **(link to organogram doc)**

More information on St Helena’s Environment can be viewed under the main Environment Tab.

**Councils**

St Helena is governed within a democratic system where the people of St Helena elect members of the public to represent them in Legislative Council (LegCo).

There are 12 Councillors in LegCo representing the East and West Constituencies of the Island, who among themselves then elect five members to sit on Executive Council (ExCo) which advises the Governor in most areas of government policy.

To stand as a candidate for LegCo you must be over the age of 21 years and meet certain criteria (which can be viewed in the 2009 Constitution of St Helena, Ascension and Tristan da Cunha). To vote in the Elections you must be aged 18 and over, registered on the Electoral Roll and also meet certain criteria (also found in the Constitution). **Link to Constitution doc**

Legislative Council

Legislative Council members are the Law Makers of St Helena and meet formally in ‘the House’ to discuss important issues affecting the people of St Helena and decide ways on how they can be addressed.

LegCo consists of a Speaker, Deputy Speaker and twelve Elected Members (only these 12 can vote).

Three Ex officio and non-elected members also sit on LegCo - the Chief Secretary, Financial Secretary and the Attorney General.

Executive Council

Executive Council is the highest policy-making body on St Helena and consists of five Councillors from Legislative Council (these five Members are appointed by LegCo). It is the role of ExCo to advise the Governor on policy decisions. The Chief Secretary, Financial Secretary and the Attorney General also sit on ExCo.

**Committees**

There are eight Council Committees - the Member whose name is first-listed after the Chairman is the Deputy Chairman of that Committee

**Meetings**

**Reports**

Executive Council Reports made by Governor Capes after every Executive Council Meeting can be viewed here. The reports highlight the main areas of discussion and the decisions of Executive Council.

**(link to Docs)**

10 January 2012

21 February 2012

10 April 2012

15 June 2012

7 August 2012

6 December 2011

28 February and 6 March 2012

8 May 2012

26 June 2012

21 August 2012

24 January 2012

20 March 2012

22 May 2012

10 July 2012

4 September 2012

7 February 2012

29 March 2012

12 June 2012

24 July 2012

7 August 2012

21 August 2012

4 September 2012

18 September 2012

2 October 2012

16 October 2012

**Immigration – the information for these pages are fairly lengthy, over 20 pages in total, I will need to send these to you separately along with all the application forms etc.**

**Vacancies**

It is SHG’s policy to encourage mobility within the public service, with the majority of vacancies being advertised internally. However, when and where suitable candidates for particular posts are not identified or forthcoming from within the service, then such positions are advertised more widely. All vacancies for external recruitment can be found on this page along with a copy of SHG’s application form.

Jobs will be posted here as and when they become available.

For details of vacancies advertised internationally please click the following link:

[www.sthelenacareers.com](http://www.sthelenacareers.com/) **(Link to Website)**

Job Application Form Part (A) **(Link to Doc)**

Job Application Form Part (B) **(Link to Doc)**