



## ASCENSION ISLAND GOVERNMENT

### Post Office Assistant (two posts)

**Total package value up to £18,254.00 pa**

**(comprising salary up of up to £10,976 pa, plus food and utilities allowances, free housing and other benefits)**

#### About the role

We are looking to recruit two suitably competent, motivated and flexible individuals to fill two Post Office Assistant positions at the Georgetown Post Office.

#### What you'll do

As part of the Post Office Team you will provide over the counter post and philatelic service to customers, process applications for driving licensing documents and other permits. Provide a sales service, process stamp orders, prepare and make up surface and airmails for despatch and maintain stamp stock ledger, cash sales and cash receipt books.

#### What you'll bring

We are looking for individuals with solid experience in an office and administrative environment who have excellent customer service skills and have the ability to give attention to detail and accuracy. You will also need a clean and valid driver's license for Class A vehicles.

#### What we offer

In addition to an annual salary of up to £10,976 (depending on experience and taxable on Ascension), the role attracts a two-year single status contract and the following allowances and benefits:

- Rent free accommodation valued at up to £1,200 pa (taxable benefit)
- A single status food allowance £3,780 pa (taxable benefit)
- An electricity allowance paid in kind worth £938 pa
- A single status water allowance paid in kind worth £1,360 pa
- Relocation costs for your personal effects from your home country and assistance with shipment of a vehicle
- One mid-contract return journey to your country of recruitment
- A gratuity payable on the successful completion of the 2-year contract
- 30 days paid annual holiday (with additional 9 days public holidays)
- Free primary dental and medical care
- Free annual travel insurance

#### The appointment will be subject to:

- Satisfactory employment references
- Basic Criminal Records Check
- Satisfactory Medical and Dental Clearance

Closing date: **13 October 2024**

Interviews: **from w/c 21 October 2024 (via video call if off island)**

Start date: **As soon as possible.**

For more information, a full job description, and to apply, visit:

[www.ascension.gov.ac/lifestyle-and-employment/working-here/](http://www.ascension.gov.ac/lifestyle-and-employment/working-here/)

If you have any questions about the role, email: [recruitment@ascension.gov.ac](mailto:recruitment@ascension.gov.ac)