

Technical Cooperation Officers Guide & Checklist Moving to St Helena

Congratulations on gaining this unique opportunity to work on St Helena! The following information is a step-by-step guide to assist with your move to the island Clearances

Medical/Dental, DBS/Vetting

It is important to commence medical, dental clearances and DBS/Vetting promptly as this can be a timely process. Medical/Dental clearance will be required for accompanying dependants. You will need to book medicals with your GP soonest as there can be a long wait for availability of medical checks. If you reside in the UK and there is a long wait then appointments can be made with a private GP via the London Office (further details are available in your offer letter). Blood tests are mandatory and results should accompany the Medical Questionnaire when submitted. Children of 12 years and under will not be required to undertake the full medical assessment; a general medical report from their GP will suffice.

Dental forms will need to be completed for all accompanying dependants from the age of 2 years.

Please return the completed forms to the London Office.

You will be reimbursed for medical/dental/travel and paid your start-up Relocation Allowance when you have signed your contract.

In some medical professions, additional clearances are required such as Certificate of Professional Indemnity, you should refer to your offer letter.

References

The London office will take up your references.

Preparation for your move

Following your acceptance of the offer, you will be sent an email detailing information on the following:

Accommodation

Form to be completed and returned to your HR contact in St Helena, this will be directed to the Housing Department to source accommodation. They will liaise with you directly. Please note the availability of specific housing requirements may be limited e.g. with a sea view/within walking distance to work etc. We therefore advise, in the event you are unable to find a property that may meet all of your needs at that time, you select a suitable alternative until you arrive and during your settlement period you will get a feel for the areas on the island you prefer or might hear of properties that are available then you can make arrangements to move.

Bank of St Helena (BoSH) account

It is advisable that you make arrangements to set up a BoSH account prior to your arrival on St Helena to avoid any delays. An account is required for your monthly salary/allowance payments. You can make arrangements to transfer funds from your BoSH account to your overseas account if you wish. A link with regards to setting up an account will be forwarded to you. On receipt of your bank account number, please advise your HR contact in St Helena so these details can be included for payroll and set up on the HR System. If your account has been set up prior to your departure from your home country, you may transfer funds which will be available upon activation of your account on your arrival.

HRIS Form

Complete and return to your HR contact on St Helena so your details can be set up on the HR System.

School forms

If your child/children are of school age, forms will be sent to you for completion. These need to be returned to the contact at the Education Directorate for your child's school placement. There are a few crèches'/nurseries on the island, details can be supplied upon request.

Contract Signing

Contract signing & Briefing

If based in the UK, when all clearances are complete you will be invited to the London office for a briefing and signing of your contract (a draft will be sent to you prior to this). If based outside of the UK, the contract will be sent to you for signing in the presence of a dignitary. Please email a copy of the first 3 pages of the signed contract to your HR contact and bring the original document with you which will be signed and witnessed at Corporate HR.

However due to COVID restrictions, your HR contact will send you your contract for signature.

Travel to St Helena

Travel Arrangements

Your flight and hotel arrangements will be made by the UK office. They will also issue a letter confirming you are an SHG employee (with dependants if applicable) and will be exempt from having proof of medical insurance or a return ticket which might be requested at Immigration in Johannesburg.

Passport

London office will take a copy of your passport for travel arrangements.

Arrival at St Helena

Due to the COVID-19 pandemic, please be advised it is mandatory to quarantine on St Helena for a period of 10 days.

Where a Proper Officer determines that you are required to quarantine at home upon your arrival on St Helena, you will be responsible for paying the fee as per your tenancy agreement. Transport will be arranged to take you to your property.

If you are taking up post in a locum capacity, the cost for your stay will be funded in full by SHG.

When your quarantine period is complete, you will be met by an SHG representative from the directorate for which you are working. They will show you the local amenities, advise on transport arrangements etc. You will be informed of arrangements for your first day of work (Induction programme) and also plans to accompany you into town so that you can visit the Bank of St Helena to activate your account, SURE (internet and phone), local shops & customer services.

Driving on St Helena

Car Insurance/Drivers Licence

If you have a UK Drivers Licence this can be used for the first 3 months, thereafter a St Helena Driving Licence must be purchased. Please note it is mandatory for your St Helena Driving Licence to be renewed every 12 months. Car insurance can be purchased from Solomon & Co.

Freight Arrangements

Freight

You will be forwarded details of the shipping companies that can freight your personal effects to St Helena. You are advised to make arrangements as earliest as possible as it can take two months or more to reach St Helena. The freighting company can advise you of shipment and arrival dates. It is very likely that you will arrive on island before your freight. If you are living in an area that isn't within walking distance from your workplace and given that the island although small is very hilly, you should consider arrangements for booking a hire vehicle until your own vehicle arrives (if you are freighting one). Whilst there is a bus service, this is not always regular as the bus service in the UK. Taxis are on-island but again might not be readily available. It is less stressful to get around when you hire a car!

Most Officer's ship their own vehicle utilising their freight allowance. It is recommended that you choose a vehicle which can be easily maintained on-island (you may need to do some research by contacting a few local garages). The roads on the island are narrow and steep so small cars/4x4's are suitable, however there are some big vehicles here also!

You will be expected to pay the full amount of duty on the vehicle before you can collect at customs. If you do not have sufficient funds to do so at that particular point in time, SHG's Finance Department can agree to advance the amount, which will be paid directly to the customs department, and make an agreement with you for repayment of the amount (through monthly deductions from salary) over a maximum period of six months.

When your vehicle arrives it must be MOT'd before you can drive it. Your chosen garage can collect your car from the wharf to be MOT'd. You must also make arrangements for a St Helena number plate, road licence to be paid at the Customer Services desk (Post Office). Some garages offer this service at an additional fee. Details can be supplied upon request.

It is advisable that you ship items that might not be easily available on-island – e.g. if you have particular dietary requirements – so you'll have sufficient stock to last until you can place an order. Please note if you bring an excessive amount of items you could be liable to pay Customs Duty. (See [Customs Duty Charges](#))

Your freight will arrive on the MV Helena via Cape Town. When the ship arrives, you will be contacted either by a Customs Officer or your HR contact to collect your personal effects after cargo operations are complete and the MV Helena has left port (usually 3-5 working days). Your HR contact can make arrangements for your personal effects to be collected from your container and transported to your place of residence. Car insurance and MOT can be arranged prior to arrival of your personal effects (see [Car Insurance/Drivers Licence](#)).

Customs Duty Charges:

It is important to advise HM Customs of your intention of shipping freight to the island. Upon arrival freight, it will be checked by a Customs Officer in your presence. It is advisable to make a list of items for ease of reference when you declare your freight. Goods that are regularly imported and liable for Customs Duty are set out in the categories below. NB the list provides categories of items but could possibly include other goods which can be classified under additional headings.

CATEGORIES

- Toiletries
- Detergents
- Foodstuff
- Beverages
- Alcohol
- Tobacco
- Autospares

Checklist

(things to consider/do in respect of my employment and move to St Helena)

Task	Sent to UK/ St Helena contact
Formally accept offer letter	
Medical	
Dental	
References x2	
DBS/Vetting	
Accommodation Form	
School Admission Form	
Nursery/Creche arrangements	
Freight arrangements	
Make list of items that have been packed for freight	
HRIS Form	
Bank of St Helena account application	
Car Hire arrangements	

Checklist

– (things to consider/do in respect of my move from my home country)

Task	
Arrangements iro my house/flat (utility bills, council tax)	
Mail arrangements	
Advise bank about move	
Cancel/adjust any direct debits	
Mobile phone provider	
TV License/provider	

