



**Post Officer Information Pack**  
**Government of South Georgia & the South Sandwich Islands**

**Job Title:** Post Officer (up to 2 positions available)

**Hours:** Full time / As required by visiting vessels. Flexible working is required and there are no standard hours.

**Salary:** £26,400 per annum pro rata, plus all accommodation and subsistence included when deployed, plus travel from your home country to South Georgia

**Location:** South Georgia

**Reports to:** Operations Manager

**Dates:** 15<sup>th</sup> September 2023 to 31<sup>st</sup> March 2024

**Field work days:** 8 days on island

**Closing Date:** Friday 12<sup>th</sup> July 2024, with interviews the week commencing 22<sup>nd</sup> July 2024..

If you would like to submit an application, please submit a CV and covering letter to [recruitment@gov.gs](mailto:recruitment@gov.gs). Your covering letter should be no more than two sides of A4 and highlight your relevant experience and explain why you want to work in South Georgia. **Please make it clear where you saw this job advertised.**

Dear Applicant,

Thank you for your interest in a role with the Government of South Georgia & the South Sandwich Islands. Below you will find a little more information about the Government, life at South Georgia and the role of the Post Officer (PO).

### **About the Government of South Georgia & the South Sandwich Islands**

South Georgia & the South Sandwich Islands is a UK Overseas Territory situated in the South Atlantic, 800 miles south east of the Falkland Islands. The Territory is uninhabited, with the only population being a small team located at an administrative station at King Edward Point, Cumberland Bay. There is no airport, and the only way to reach the islands is by sea. The Territory therefore remains one of the most remote locations on the planet, and is home to globally significant marine mammal and seabird populations.

The Government's main office is located in Stanley, Falkland Islands.

The administrative centre at King Edward Point consists of two Government Officers as well as a scientific research station operated by the British Antarctic Survey on the government's behalf. The science conducted supports the Government's world-class conservation, environmental management, and sustainable fisheries objectives.

Around the bay from King Edward Point lies the remains of Grytviken, a former whaling station which closed in the 1960s and which is now managed for its heritage value. Here you will find South Georgia Post Office, the Government's workshops and the South Georgia Museum which is operated by a charity. Many thousands of visitors come South Georgia every year, primarily on cruise ships and yachts during the austral summer. In recent years, sustainable tourism has become an increasingly important part of Government operations.

### **About the role**

The role attracts a remuneration of £26,400 per annum pro rata, divided into a regular salary payment. Flights to and from your home country at the start and end of your contract, as well as transport to and from South Georgia from the Falkland Islands.

The role is based on South Georgia, with all accommodation and subsistence while on South Georgia included. Due to the limited services available on the island, the successful candidate must successfully pass a British Antarctic Survey (BASMU) medical and dental assessment.

The Post Officers are responsible for the day-to-day operation of the two South Georgia Post Offices. There is a small post office at King Edward Point, for residents of the research station, and a larger post office and retail outlet at Grytviken. The Grytviken Post Office and shop (known as the Slop Chest) is open for all visiting vessels, from cruise ships to Antarctic research vessels. This can mean working long hours on days when two vessels visit Grytviken, but is balanced with spells when there are no ships visiting. The two Post Officers will work together to ensure they provide the required service to visitors whilst also getting time off when needed.

Within the shop, routine tasks will involve cleaning, tidying, re-stocking and merchandising, ensuring goods are displayed attractively to encourage sales. During vessel visits, the PO will manage all sales using the Square Point of Sale system, and will be responsible for cashing up after the visitors depart. Stock takes will be required as directed by the Business Support Officer, and the PO will liaise with the Head of Tourism to ensure there is sufficient stock for the season.

In the Post Office, the PO will receive incoming mail and distribute it to station personnel, frank outgoing mail and keep safe all postal articles. It is the PO's responsibility to coordinate with the Government Officers to arrange for the onward transmission of all post to the Falkland Islands. Philatelic requests for stamps and franking, as well as franking First Day Covers for new stamps is a regular part of the role.

Whilst there is no ability to leave South Georgia for a holiday during the contract period, all POs will receive on-island "field work days" during which you can explore the wider travel area around King Edward Point. For the full season contract, the PO will be eligible for up to 8 field work days.

### **Living in South Georgia**

The POs are a members of the multidisciplinary team living at King Edward Point. Comfortable shared accommodation is provided, with up to two personnel sharing a bedroom with an ensuite shower room. Food is provided, and those living in the same accommodation block work on a rota system to cook evening meals. All station personnel are expect to assist in the smooth running of station life, including coordinating cooking and cleaning with their housemates, and doing any other station tasks as directed by the Government Officers.

The Post Officers will spend the majority of their time working at Grytviken, a 1km walk or cycle around a gravel track from King Edward Point. The commute can be exciting, with snow flurries even in the middle of summer, as well as curious fur seal pups engaging with you as you travel to and from work.

King Edward Point is situated in the midst of South Georgia wildlife. Elephant seals and fur seal give birth on the beaches outside the houses, and king penguins often wander up the high street. During breaks between visiting vessels and during field work days there are plenty of opportunities to get out wildlife watching, hiking and cross country running.

There is always a wide diversity of people living at King Edward Point, with around 30 people on station during the hight of summer. Recreational activities are varied and their popularity depends on those on station, but people often enjoy boardgames, volleyball and crafting – those who do not have a crafting hobby are often exited to learn a new skill.

### **Recruitment**

Recruitment will be conducted in two phases. An initial paper sift, followed by an interview. All interviews will be assessed around the person specification criteria below. Final offer of employment is based on the ability of the candidate to successfully pass medical and dental examinations.

The role is not available to nationalities who are unable to access the airbridge connection from RAF Brize Norton to the Falklands Islands. A list is appended at the bottom of this document.

For more information about the position please read the job description. For an informal discussion, and to talk about living and working in South Georgia please contact the government's Head of Operations, Vicki Foster, on [vicki.foster@gov.gs](mailto:vicki.foster@gov.gs).

If you would like to submit an application, please submit a CV and covering letter to [recruitment@gov.gs](mailto:recruitment@gov.gs). Your covering letter should be no more than two sides of A4 and highlight your relevant experience and explain why you want to work in South Georgia.

The closing date for applications is Friday, 12<sup>th</sup> July 2024. We expect to conduct interviews during the week commencing 22<sup>nd</sup> July 2024.

Due to the anticipated volume of applications, only those applicants selected for interview will receive feedback, upon request. A request must be made at the time of interview or in writing, no longer than 5 working days after the interview. Feedback will be received no later than 21 days after an appointment is made. Candidates not selected for interview will be informed promptly and in any case, no longer than 21 working days after the published closing date.

We look forward to hearing from you.

### **Person Specification**

The Government of South Georgia & the South Sandwich Islands is an equal opportunities employer and encourages applications from all suitably experienced applicants. There is a need to pass a medical prior to travel being permitted to South Georgia and any role being offered is dependent on satisfactory medical results.

We seek to promote a culture of respect, fairness, professional growth and development, commitment and work-life balance within the workplace.

### **Essential Skills and Experience**

- Experience in a customer-facing service-oriented role (retail or otherwise);
- Able to work in a fast-paced environment;
- Strong organizational skills;
- Effective communication skills;
- Detail-oriented;
- Responsible, self-motivated and conscientious with an ability to work independently and as part of a small team;
- Confident communicator with good verbal and written communication skills;
- Numerate and competent in the use of standard IT packages including Word and Excel;
- Able to maintain accurate and timely records;

### **Desirable Skills and Experience**

- Proven retail experience;
- Experience using Point of Sale (POS) software, specifically Square.

This role requires an individual who has exceptional customer service skills, and who is comfortable working in a fast paced-environment. Detail orientated, you will be responsible, self-motivated and conscientious, with an ability to work independently and as part of a small team.

The role can require long hours at times, with periods of down time in between. Therefore good time management is critical.

Due to the requirement to work on South Georgia, successful completion of a medical screening process is a prerequisite for appointment.

**Airbridge**

List of nationalities not authorised to travel on the Airbridge:

BELARUS  
HONG KONG  
MACUA  
EGYPT  
IRAN  
LIBYA  
NORTH KOREA  
RUSSIA  
SYRIA  
TAIWAN  
THE PEOPLE'S REPUBLIC OF CHINA (PRC)  
UKRAINE  
VIETNAM

This list is subject to change without notice.