



Government of South Georgia & the South Sandwich Islands

Post Officer Application and Information Pack





Post Officer Application

Government of South Georgia & the South Sandwich Islands

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

Hours: Up to 45 hours full time. Flexible working is required as vessels visit seven days a week and the post office must be opened for visitors.

Salary: £28,380 per annum pro rata, plus all accommodation and subsistence included when deployed, plus return travel from your country of recruitment to South Georgia.

Location: Cumberland Bay, South Georgia

Reports to: Office Manager

Dates: Mid-September 2026 to early April 2027

Closing Date: 9th of June 2026

Interviews: Week commencing 22nd of June 2026

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 not permitted to access the airbridge connection from RAF Brize Norton to the Falklands Islands. A list is appended at the bottom of this document.

If you would like to submit an application, please submit a CV and covering letter to 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.

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 later than five 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.



Post Officer Information

Government of South Georgia & the South Sandwich Islands

The post officers run the South Georgia post office and co-located retail outlet (The Slop Chest) during the austral summer period. They are responsible for ensuring the provisions of the Postal Ordinance 2011 (as amended) are applied in the Territories, and for representing the Government to a variety of visitors to King Edward Point and Grytviken.

The post officer is a member of the multidisciplinary team living at King Edward Point and is expected to assist in the smooth running of station life. There are several teams working closely together within King Edward Point and Grytviken, and as such, the post officer's ability to work and live alongside members of all teams on island -Government and otherwise – is crucial. Individuals will be expected to join in and support communal living, use their initiative and be a self-starter. It is important to maintain an awareness of the potential stressors that can come with living, working, and socialising in the same environment, and an ability to balance these aspects of on-island life is important to ensuring that the post holder thrives in the environment. The line manager for the post officer will be based in South Georgia for some of the rotation, and will remain in post and readily contactable on a daily basis when based elsewhere.

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 southeast 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 is staffed by two to three government officers at a time, alongside a team from the British Antarctic Survey that operates the King Edward Point research station 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. Over 15,000 visitors come to 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. Grytviken also contains some of the infrastructure that supports the human population of Cumberland Bay, including a hydroelectric power station.

The Role

The role attracts a remuneration of £28,380 per annum pro rata, divided into a monthly salary payment. Flights to and from your country of recruitment at the start and end of your contract, as well as transport to and from South Georgia from the Falkland Islands are included.

The role is based on South Georgia, with all accommodation and subsistence (excluding alcohol) while on South Georgia included. Due to the limited services available in such a remote location, the successful candidate must successfully pass a British Antarctic Survey (BASMU) medical and dental assessment to certify their fitness for deployment.

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 Slop Chest). The Grytviken post office and shop is open for all visiting vessels, from cruise ships to Antarctic research vessels. Working hours are dictated by the cruise ship schedule, which necessitates working long hours on days where two cruise ships visit in one day, as well as working on weekends and public holidays. The two post officers are required to work together to ensure they provide the required service to visitors whilst balancing 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. Manual handling including lifting and manoeuvring boxes of stock and mail bags are a regular task associated with the post officer role. During vessel visits, the post officers will manage all sales using the Square point-of-sale system. Stock takes will be required as directed by the office manager, and the post officers will liaise with the line manager to ensure there is sufficient stock for the season.

In the post office, the post officers will receive incoming mail and distribute it to station personnel, frank outgoing mail and keep safe all postal articles. It is the post officers 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 post officers have the potential to take on-island field work days during which you can explore the wider travel area around King Edward Point. For the full season contract, the post officers will be eligible for up to four field work days.

Living in South Georgia

The post officers are a member of the multidisciplinary team living at King Edward Point. Shared accommodation is provided, with two post officers expected to share a bunk-bed, ensuite room for the duration of their six month contract. Food is provided, and those living in the same accommodation block work on a rota system to cook evening meals. Successful communal living requires collaboration, and all station personnel are expected to assist in the smooth running of station life, including coordinating cooking and cleaning with their housemates, and doing any other station tasks

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.

King Edward Point is situated in the midst of South Georgia wildlife. Elephant seals and fur seals 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 up to 40 people on station during the height of summer. Recreational activities are varied, and their popularity depends on those on station, but people often enjoy boardgames, trekking, photography, film nights, and crafting – those who do not have a crafting hobby are often excited to learn a new skill. There are plenty of books and board games on station.



Post Officer Job Specifications

Government of South Georgia & the South Sandwich Islands

Specific Duties

Philatelic:

- Processing and delivering incoming post
- Cancelling outgoing post
- Dispatching outgoing post according to post dispatch procedures
- Cancelling first day covers
- Processing specialist philatelic requests

Administration:

- Processing cash donations in adherence with the GSGSSI cash handling policy
- Ensuring the safe transportation of cash between South Georgia and the Falkland Islands
- Drafting written reports, including an annual report for the post office and shop business
- Responding to enquiries and orders made by email
- Carrying out such other related duties as may be necessary to meet the needs of GSGSSI's business as directed by the line manager
- Participating in major incident training that includes all island personnel

Shop Operations:

- Opening the post office and shop for visitors
- Serving customers and responding to enquiries
- Using the electronic point-of-sale system (Square)
- Restocking and cleaning the shop after each visit
- Restocking and tidying as needed during visits
- Cancelling the post after each visit

Stock Management

- Bio-securing incoming post office stock
- Transportation of stock from King Edward Point to Grytviken by vehicle, boat, and occasionally by hand.
- Lifting and maneuvering of boxes inside the post office
- Store room management
- Maintenance of stock sheets to track post office inventory
- Conducting stock takes as directed

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 to South Georgia and any offer of employment will be conditional upon receipt of satisfactory medical results, including a dental examination. The Government will meet the costs of medical assessments.

We seek to promote a culture of respect, fairness, professional growth and development, with a strong ethos of professional commitment whilst recognising the importance of a work-life balance.

Essential Experience and Knowledge

- Experience in a customer-facing service-oriented role (retail, hospitality, or similar transferable skills experience)
- Experience working in a fast-paced environment
- Able to work to a flexible and changeable schedule
- Confident communicator both verbal and written
- Numerate and competent in the use of standard IT packages including Word and Excel
- Able to maintain accurate and timely records.

Desirable Experience

- Experience using Point of Sale (POS) software, specifically Square
- Experience working in a remote location
- Manual handling experience or qualification
- Experience living in shared accommodation

Skills / Abilities

- Excellent customer service skills
- Prioritisation skills
- Detail-oriented
- Ability to work both independently and as part of a small team
- Strong emotional intelligence
- Willingness to undertake hands-on tasks, such as cargo and waste management
- Physically fit and able to undertake heavy lifting and other physical work
- Self-awareness and mindful of the challenges of living in a shared space, and the impact that one can have on a small, isolated team.

Successful Community Conduct and Collaboration

Living and working in South Georgia requires a high degree of emotional intelligence and mutual respect. Because professional and social boundaries are naturally blurred, every individual is a custodian of the community's well-being. This is a remote location, and we must care and look after each other.

Collaborative Living and "Self-Starting"

Proactive Contribution: You are expected to contribute to communal duties beyond your specific job description (e.g., cleaning, cooking rotations, or station maintenance).

Initiative: If a task needs doing, do not wait for a formal request. A "self-starter" attitude is vital for the safety and efficiency of the station.

Support: Look out for colleagues. Collaborative success is measured by the team's collective output, not just individual achievement.

Workplace & Social Integration

Professionalism: While your social life and work life are linked, professional standards must be maintained at all times and when interacting with other teams.

Conflict Resolution: Issues should be addressed early and calmly. If personal friction arises, it must not interfere with operational duties or the safety of the station. Government staff in the Falkland Islands and beyond are available to offer support.

Managing Stress: Recognise that isolation can increase pressure. Personnel are encouraged to use available support systems and respect others' need for quiet time or privacy.

Authority and Reporting: All personnel must follow the directives of the on-site procedures to ensure station harmony and safety.

Management: While you are part of the South Georgia team, your administrative line management remains with the post office line manager. Open communication with your manager is essential for long-term support.

Environmental Stewardship. As residents of a protected territory, all community members must strictly adhere to biosecurity and environmental protocols to protect the local ecosystem.

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.