



The Government of Sark  
COMMITTEE OFFICE, LA CHASSE MARETTE, SARK GY10 1SF  
Telephone: (01481) 832118

## ASSISTANT CHIEF SECRETARY

An exciting opportunity has arisen for an enthusiastic person to join the Sark Civil Service team, working together with the Government of Sark to support and develop good governance in all areas of Chief Pleas.

We are looking to appoint an Assistant Chief Secretary to support the Chief Secretary in heading up the administrative team.

The role is 35hrs per week, and the successful applicant will need to reside on Sark.

Key attributes include excellent organizational and interpersonal skills and well as a flexible approach to differing challenges. Experience in drafting legal documentation is desirable.

A detailed job description is available from the Committee Office. Applications should be sent to Zannette Bougourd, Chief Secretary at Chasse Marette, Sark. GY10 1SF or e-mailed to [chief.secretary@sarkgov.co.uk](mailto:chief.secretary@sarkgov.co.uk)

Any application must include a full CV and two recent references.

Closing date for applications is 23<sup>rd</sup> October 2020, interviews will be held in Sark.