



A Publication by the Department of Communication

# Government Info Page

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190324


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## Ministry of General Affairs

The Government of Sint Maarten is seeking an experienced:

### Senior System Administrator A (Systeembeheerder A)

to play a pivotal role in the ICT department. As the Senior System Administrator, you will lead efforts in coordinating work, network, and system administration, providing consultation and advice, and assisting with various departmental activities. Your expertise will be crucial in ensuring the effectiveness and efficiency of our IT operations, contributing to the development of integrated solutions, and maintaining the highest standards in network and system management.

#### Tasks & Responsibilities consist of the following but are not limited to:

- Distribute, coordinate, and control work to ensure progress and quality;
- Monitor the enforcement of directives, policies, protocols, and procedures;
- Advise on complex issues within ICT;
- Design, develop, implement, and manage ICT infrastructure;
- Monitor and optimize network and system performance, guidelines, and security;
- Ensure the availability and performance of critical IT systems;
- Troubleshoot hardware and software issues and provide timely resolution;
- Collaborate with IT teams to plan and implement system upgrades and improvements;
- Keep abreast of emerging technologies and recommend system enhancements;
- Formulate and update system and network requirements;
- Participate in information planning and project development and execution;
- Develop annual plans with concrete goals, action plans, and budgets;
- Consult with suppliers and advise on tenders;
- Test new systems and advise on solutions;
- Collaborate with departmental management on various IT-related activities;
- Oversee compliance with policies, processes, and procedures.

#### Qualification and Experience Requirements:

- o Bachelor's degree in IT, computer science, or related discipline;
- o Five years of working experience in an ICT system administrator role or similar field;
- o Proficiency in network administration and security practices;
- o Certification in relevant technologies (e.g., MCSE, CCNA, CompTIA Security+) is a plus;
- o Specialized knowledge of computer science, cloud environments, server, and network management;
- o Project management skills are a plus;
- o Understanding of organizational processes and services;
- o Awareness of developments in network and system management;
- o Understanding of technical and financial framework conditions;
- o Strong coordinating, analytical, and reporting skills;
- o Excellent problem-solving skills;
- o Attention to detail;
- o Must be able to work independently and within a team;
- o Must be willing and able to work a flexible and sometimes extended schedule;
- o Experience in working with external consultants on behalf of Government organizations;
- o Vast knowledge of Government of Sint Maarten functions and departments is a plus;
- o Awareness of the social and political climate in Sint Maarten is a plus;
- o Fluent in English both oral and written (knowledge of the Dutch language is a plus).

Being in the process of continuous development, our work environment is a dynamic one with high expectations at all times.

#### Compensation:

Depending on the level of knowledge and experience the salary will vary between, minimum NAF. 4,365.00 and maximum NAF. 8,662.00.

#### Information:

For additional information about this function, please contact the Acting head of the Department of ICT Mr. Femi Badejo via email at [Femi.badejo@sintmaartengov.org](mailto:Femi.badejo@sintmaartengov.org).

#### Applicants:

If you are interested in this function, please send your application letter, CV, and copies of degrees to the following email address: [careers@sintmaartengov.org](mailto:careers@sintmaartengov.org), and [Femi.badejo@sintmaartengov.org](mailto:Femi.badejo@sintmaartengov.org) or send your application to Government Building, Soualiga Road #1, Pond Island, Great Bay, before **April 1, 2024**. Please state the job title in the subject.

## Ministry of General Affairs

The Department of Information, Communication, and Technology (ICT) is looking for an experienced, enthusiastic, dynamic, and well-trained professional for the following position:

### IT Senior Policy/Project Manager (Sr. Beleidsmedewerker/ Projectmanager)

#### Tasks and responsibilities consist of the following but are not limited to:

- Develop and refine IT policies, standards, and procedures to ensure compliance, security, and optimal performance;
- Oversee implementation and evaluation of the relevant policies;
- Advising on complex and sensitive administrative-legal matters;
- Lead and manage IT project management activities, including planning, execution, monitoring, and closure;
- Resolves implementation bottlenecks;
- Manage project budgets, timelines, and resources effectively;
- Communicate project progress and results to executive leadership and stakeholders;
- Advising management on policy development and project development;
- Day-to-day management of IT policy employees;
- Mentor and coach junior IT staff to build a high-performing team;
- Collaborate with cross-functional teams to create and maintain a technology roadmap aligned with organizational goals;
- Provide expert guidance on emerging technologies, regulatory compliance, and industry trends;
- Drive the adoption of best practices for IT governance, risk management, and compliance;
- Assists management with other IT related activities within the department and/or section.

#### Competences:

- Master's degree in Information Technology, Computer Science, or a related field
- 5 years experience in a similar position;
- Proven experience in IT project management and a strong understanding of project management methodologies;
- Experience in IT policy development, technology governance, and compliance is a plus;
- Project Management Professional (PMP) or relevant certification is preferred;
- Excellent communication and presentation skills;
- Ability to work collaboratively and influence stakeholders at all levels;
- Strong problem-solving skills and attention to detail;
- Prior experience in a leadership or advisory role is a plus.

#### Compensation:

Depending on the level of knowledge and experience the salary will vary between, minimum NAF. 5,945.00 and maximum NAF. 11,128.00.

#### Information:

For additional information about this function, please contact the Acting head of the Department of ICT Mr. Femi Badejo via email at [Femi.badejo@sintmaartengov.org](mailto:Femi.badejo@sintmaartengov.org).

#### Applicants:

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If you have any questions please contact the National Reporting Center on Human Trafficking, Human Smuggling, and Forced Labor & Exploitation at:

[nrc@sintmaartengov.org](mailto:nrc@sintmaartengov.org)


GOVERNMENT OF SINT MAARTEN



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