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Government Info Page

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150925



HURRICANE SEASON 2025 "IT ONLY TAKES ONE! ARE YOU PREPARED?"

MINISTRY OF GENERAL AFFAIRS



PUBLIC TENDER

The Minister of General Affairs, Dr. Luc F. E. Mercelina, hereby invites prospective bidders to the public tender bidding to:

Upgrading the Marriage Hall for Sint Maarten for the Government of Sint Maarten, this project includes the enhancement of interior furnishings, decorative elements, lighting, and audio systems for the Civil Registry Department.

Principal:

The Minister of General Affairs, Dr. Luc F.E. Mercelina, on behalf of the Government of Sint Maarten with coordination by the Civil Registry Department.

Financed by:

The Government of St. Maarten

Description of works:

Bidders must submit an offer in accordance with the Terms of Reference for the upgrading of the Marriage Hall for Sint Maarten, including the supply and installation of new elements, as well as the removal of the existing system. The project scope includes:

- Upgraded interior with contemporary decor elements.
- Elegant seating arrangements and improved guest accommodation.
- Installation of high-quality lighting to create a warm and inviting atmosphere.
- A well-designed stage for ceremonies with a luxurious backdrop.
- Sound and multimedia system enhancements.
- Improved entrance aesthetics, setting the tone for a grand celebration.

Terms of Reference Acquisition:

The Terms of Reference document will be available for collection at the Civil Registry Department (Front Office) in Philipsburg starting **Monday, August 25th, 2025, from 11:00am-2:00pm until September 1st, 2025.**

An information meeting:

- **Venue:** Government Building Meeting Room (next to the St. Maarten Meeting Room)
- **Address:** Soualiga Road #1, Philipsburg, Sint Maarten
- **Date:** Wednesday, September 3rd, 2025
- **Time:** 1:00pm-3:00pm PM

Bid Submission Details

Bids must be submitted in duplicate, sealed in an envelope, and delivered to the Civil Registry Department no later than **12:00 PM, on Monday, October 1st, 2025.**

The envelope must be clearly labeled: **'Upgrading of the Marriage Hall for Sint Maarten.'**

Bid envelopes will be opened in the presence of bidders by the Project Steering Committee at the St. Maarten Meeting Room in the Government Building on **Monday, October 1st, 2025, at 2:00 PM.**

Eligibility and Submission Requirements:

To qualify, bidders must submit all required documentation as specified in the Terms of Reference.

Further information

Further information concerning the Tender procedure can be obtained from Ms. Rosemary Lejuez at rosemary.lejuez@sintmaartengov.org or Kathy Snijders at kathy.snijders@sintmaartengov.org



DEPARTMENT OF
ECONOMIC
LICENSES

The Minister of Tourism, Economic Affairs, Traffic, and Telecommunication received the following request from:

Name: WELL CHAT ENTERPRISES B.V.
dba: A MINI MART

To operate a: Retail alcoholic beverages

Location: Arch Road #93 B, Sucker Garden, Upper Princess Quarter

In accordance with article 21 of the National License Ordinance ("Vergunningslandsverordening"), requests for operating licenses, specifically the location of the establishment, are available for public viewing at the Department of Economic Licenses in the Government Administration Building, Soualiga Road #1, Great Bay, Sint Maarten, for a period of **14 days** after the date of this publication. During this time anyone has the right to object to the granting of the operating license(s) in writing. During **1 week** after expiration of the above-mentioned 14 days, both the applicant and those who have raised objections may review the objections submitted against the request.

Objections must be addressed to the Minister of Tourism, Economic Affairs, Traffic and Telecommunication and can be submitted in hard copy at the afore mentioned address or sent digitally to DELObjections@sintmaartengov.org.

Ministry of Public Housing, Spatial Planning, Environment and Infrastructure

The Department of Inspection

Are you seeking a challenge in making an active contribution to the development of the Inspection department team? Do you like sharing your talents and expertise with your colleagues? Are you a hands-on person interested in developing yourself? Then we are looking for you!

The Ministry of Public Housing, Spatial Planning, Environment and Infrastructure is seeking for the Department of Inspection an enthusiastic, dynamic, experienced, and qualified professional to fill the following function:

Technical Administrator

Tasks of the function include but are not limited to:

- The intake, assigning and monitoring of the progress of Complaints, Reports, Permits, and administrative orders of the department;
- Making monthly, quarterly and yearly financial overviews (including status reports, progress reports and statistical reports) and providing and requesting this information;
- Contributing to the preparation of the budget in consultation with the Department head;
- Acting as the first point of contact for internal employees and external bodies regarding administrative or technical matters of the department;
- Processing the flow of documents via the registration system and monitoring progress;
- Assessing incoming correspondence on importance and urgency;
- Drafting and advising on external letters such as requests for information, meetings and budget;
- Taking care of the administrative financial processing of electrical approvals;
- Administratively coordinating the daily activities of the staff within the department;
- Assisting in organizing maintaining and updating budget and financial records.

Requirements for our preferred candidate:

- Associate degree in Business Administration;
- A minimum of three (3) years experience in a related field;
- Knowledge of management support methods;
- Knowledge of archiving and documentation techniques;
- Knowledge of the organization's internal administrative procedures, regulations, tasks, structure and methods;
- Knowledge of relevant legal procedures;
- Skilled in creating and maintaining the archive, making progress reports, overviews, and taking notes;
- Skilled in organizing and coordinating tasks;
- Proper command of the English and Dutch language;
- Knowledge in budgeting.

Compensation

Salary range: minimum Cg 2,933.00 to maximum Cg 5,606.00.

Salary based on experience and qualifications, within the established salary range, plus a benefits package that includes, pension and medical coverage.

For additional information, please contact the Head of Inspection via email address: mario.jones@sintmaartengov.org

Application period

If you are the right candidate for this position, please submit your application letter and resume no later than **September 19th, 2025** to: careers@sintmaartengov.org and mario.jones@sintmaartengov.org. You can also submit your application at the Government Administration Building, Soualiga Road 1, Philipsburg, Sint Maarten.

GOVERNMENT OF SINT MAARTEN



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NOTICE



Tax Administration
Belastingdienst

Filing of Monthly Tax Return Forms & Payments

- Wage Tax
- Premium AOV / AWW & AVBZ
- Car Rental Tax
- Turnover Tax
- Room Tax
- Time Share Tax

| Filing & payment for | No later than |
|----------------------|--------------------|
| July 2025 | August 18, 2025 |
| August 2025 | September 15, 2025 |
| September 2025 | October 15, 2025 |
| October 2025 | November 17, 2025 |
| November 2025 | December 15, 2025 |
| December 2025 | January 15, 2026 |

For any further information or assistance,
please email: taxinfo@sintmaartengov.org.



Ministry of Education, Culture, Youth and Sport
Division of Examinations,
Brooks Tower Building, Suite B2,
Falcon Drive #1, Harbour View, Philipsburg, St. Maarten.
Phone number: +1721-5236370
divisionexams@sintmaartengov.org

NOTICE NEW Registration for Naturalization Examinations

To all persons who would like to register for the **FIRST** time at the Division of Examinations for Naturalization Examinations.

The procedure is as follows:

1. Peruse the new Naturalization booklet for all necessary information concerning the Naturalization Examinations by scanning QR code 1.
2. Make sure you do the exercises by scanning QR code 2 and QR code 3.
3. You can fill in the registration by scanning QR code 4.
 - a. This form will only be available on working days between 8.00 am and 12.00 pm Monday, November 17, 2025 up and until Friday, November 28, 2025.
 - b. The deadline for emailing the receipt of payment is Friday, November 28, 2025 before 12.00 pm.
 - c. Examination dates are assigned for March 2026, after receiving the receipt of payment.

QR code 1



Naturalization booklet

QR code 2



Dutch exercises

QR code 3



English exercises

QR code 4



Registration form

No other dates or method of registration will be entertained.

Drs. Y.J.C. Halley
Head Division of Examinations
Philipsburg, September 2025

VACANCY

Ministry of Public Health, Social Development & Labor
The Division of Labor Affairs

Permit Officer B

DESCRIPTION

The Division of Labor Affairs is a government executing agency that falls under the Ministry of Public Health, Social Development and Labor for Country Sint Maarten. The division is charged with the execution of all matters pertaining to labor and social services, such as labor & business registration, dismissals & complaints, vacancies & employment mediation, and employment permits, just to name a few. In addition, the Division also processes social aid and counseling/crisis care provisioning. The Section Permits has a vacancy for a Permit Officer B.

The suitable candidate needs to possess the following core competencies and abilities:

FUNCTION RESPONSIBILITY & DUTIES

- Quality assurance of all application processes and Intake of Permit applications;
- Document tracking & control, including monthly reporting on pending advices;
- Monthly, quarterly and annual reports;
- Audit reports – controls and monitoring, and support for the Section.

PROFESSIONAL QUALIFICATIONS

- Associates Degree (MBO) in the field of Business Administration or work level of same;
- Knowledge of Public Sector and general knowledge of legislation governing the Division;
- Advanced organizational and administrative knowledge and skills, advanced knowledge of all Microsoft Applications, JOIN, DECOS and CRM;
- Strong command of the English language (verbal and written);
- Competency skills set inclusive of solid interpersonal skills, proven results-oriented performance and ability to work in a team;
- Ability to work with diverse cultures and socio-economic backgrounds.

COMPENSATION

Salary ranges from minimum Cg 2,933.00 to maximum Cg 5,606.00. Salary based on experience and qualifications, within the established salary range, plus a benefits package that includes pension and medical coverage.

APPLICATION PERIOD

If you are the right candidate for the position above, please send your application letter and resume no later than **September 30, 2025** to:

The Ministry of Public Health, Social Development and Labor
The Division of Labor Affairs
Attn: Mrs. Peggy-Ann Dros-Richardson
Government Administration Building
Soualiga Road #1, Pond Island
Philipsburg, Sint Maarten
Email: Peggann.Dros@sintmaartengov.org
Cc: Careers@sintmaartengov.org

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