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Government Info Page

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

ST. MAARTEN

Ministerie van Algemene Zaken

De Afdeling Facilitaire Zaken vormt een onderdeel van de Dienst Middelen en Ondersteuning van het Ministerie van Algemene Zaken en is verantwoordelijk voor de facilitaire zaken van de overheidsorganisatie; denk aan huisvesting, kantoorinrichting, schoonmaak, beveiliging, catering, centrale inkoop, magazijnbeheer, parkeerplaats en logistiek. De Overheid van Sint Maarten is op zoek naar een:

Hoofdmedewerker Inkoop en Beheer.

In deze functie ondersteunt u, altijd in overleg met het Hoofd Facilitaire Zaken, bij het voorbereiden, uitvoeren en beheren van facilitaire en inkooptaken. Alle werkzaamheden – van leverancierskeuze tot magazijnbeheer, het opstellen van begrotingen en inkoopplanningen, en het uitwerken van rapportages en adviezen – worden steeds uitgevoerd in afstemming met het Hoofd Facilitaire Zaken. Daarnaast kan het hoofd u ook andere facilitaire taken toewijzen.

Functie-eisen:

- Afgeronde hbo-opleiding op het gebied van facilitaire management of Financieel;
- Kennis van inkoop- en selectievoorschriften;
- Inzicht in producten, materialen en leveranciersmarkt;
- Aantoonbare ervaring met leveranciersoverleg en het beoordelen van offertes;
- Ervaring in samenwerken en afstemmen met leidinggevenden;
- Proactief, energiek, flexibel en klantgericht ingesteld;
- Flexibiliteit om uiteenlopende facilitaire taken te verrichten, steeds op aanwijzing van het hoofd;
- Vaardig in het gebruik van Microsoft Office en de applicaties.

Informatie:

Het salaris bedraagt, afhankelijk van kennis en ervaring, minimaal Cg 3,903.00 en maximaal Cg 7,085.00 bruto per maand bij een volledige werkweek van 40 uur. Voor meer informatie kunt u contact opnemen met de heer H. Ekema, Afdelingshoofd Facilitaire Zaken, via emailadres henderikus.ekema@sintmaartengov.org.

Indien u wilt solliciteren, kunt u naar het emailadres careers@sintmaartengov.org een motivatiebrief en CV sturen of indienen bij de Bestuurskantoor aan de Soualiga Road # 1, Pond Island, Great Bay. U dient uw brief te richten aan de Minister van Algemene Zaken. De sluitingstermijn van de vacature is bepaald op 29 oktober 2025.



Vacancy for:

SECTION HEAD COMPLIANCE

for the Immigration and Border Protection Services (IBPS)

About IBPS:

IBPS safeguards Sint Maarten's borders, implements immigration policies, and ensures adherence to the 'Landsverordening Toelating en Uitzetting' (LTU) and the 'Toelatingsbesluit'. The Compliance Division conducts inspections, investigations, and enforcement actions, in close collaboration with partner agencies such as the Customs Department, the Police Force, the Labour Department, and the Coast Guard.

About the Role:

The Ministry of Justice – Immigration & Border Protection Services (IBPS) invites qualified and committed professionals to apply for the position of Head of Compliance. This senior management role is responsible for directing and coordinating all compliance and enforcement operations, ensuring the fair, efficient, and transparent application of Sint Maarten's immigration, labour, and permit laws.

Key Responsibilities:

Lead, manage, and coordinate all compliance and inspection operations.
Enforce immigration, labour, and permit laws, including investigations and administrative sanctions.
Prepare policy recommendations, reports, and sanction proposals.
Develop and strengthen interagency cooperation with law enforcement and oversight bodies.
Oversee staff performance, integrity compliance, and operational planning.
Ensure confidentiality, ethical conduct, and adherence to civil service regulations (LMA SXM).
Drive modernization of compliance systems, including data management, risk assessments, and internal audits.

Minimum Requirements & Competencies Education:

Bachelor's degree in Law, Public Administration, Criminal Justice, or related field.
Experience: At least 5 years in regulatory, compliance, or enforcement work; minimum 2 years in a leadership role.
Knowledge / Skills: Strong understanding of LTU, Toelatingsbesluit, civil service law (LMA SXM); excellent judgment, decision-making, communication, and stakeholder skills.
Languages: Fluency in English; knowledge of Dutch or other languages is an advantage.

The offer:

Compensation and benefits per Government Civil Service standards. The salary is based on your knowledge and experience, with a minimum gross salary of Cg 7.214,00 and a maximum of Cg 10.217,00 (40-hour work week).

Application:

If you are interested in this function, please submit your resume and motivation letter via email to HR@justice.gov.sx by **November 1st, 2025**. For more information, you may contact Mr. Jocelyn Levenstone at Jocelyn.Levenstone@immigration.gov.sx or Ms. Gina Bruney at Gina.Bruney@immigration.gov.sx, telephone (721) 54630367.

Ministerie van Minister van Volksgezondheid, Sociale Ontwikkeling en Arbeid Ministry of Public Health, Social development and Labor

TERMS OF REFERENCE

for the hiring of external legal expertise for the
Ministry of Public Health, Social Development and Labor (VSA)

The Ministry of Public Health, Social Development and Labor (VSA) will be undertaking several significant legislative reforms in the coming years. To ensure that these processes are guided by sound legal expertise and that its departments receive continuous legal support, the Ministry seeks to secure dedicated external legal advisory services. This engagement is intended to promote continuity and the effective implementation of the Ministry's legislative and policy agenda. Accordingly, the Ministry aims to engage an external legal professional or firm to provide comprehensive legal advisory services for an initial period of two (2) years, with the option of renewal based on performance and institutional requirements.

Scope of service:

The selected party will be responsible for providing the following services:

- Assist the Ministry in developing and revising legislative documents, such as National ordinances and National decrees, by providing legislative drafting expertise or overseeing legislative projects, according to the department's requirements within the Ministry;
- Preparing legal advice on (complex) legal issues;
- Draft and review legal documents;

Duration of contract:

The selected party will be awarded a contract for a period of two (2) years, effective January 1, 2026, until December 31, 2028, with the possibility to renew.

Hours and rates:

Interested parties are free to submit proposals based on the available number of hours per week and at the proposed hourly rate. Alternatively, a fixed monthly retainer fee can be proposed with an indication of the number of hours available for said fee.

Submission of Proposals:

Interested parties should submit a detailed proposal to joy.arnell@sintmaartengov.org and laurel.marlin@sintmaartengov.org, including the following:

- Relevant experience in administrative law and legislation;
- Relevant experience in government and administrative processes;
- The number of available hours per week to dedicate to the Ministry;
- The hourly or monthly rate offered.

The following documents should also be attached to the proposal:

- An overview of names and resumes/ profiles of all persons that will be directly or indirectly involved in providing the legal services;
- A copy of the entity's business license and 2025 extension license (if applicable);
- A copy of an Excerpt from the Chamber of Commerce, issued in 2025;

Proposals with attachments must be submitted **by October 31, 2025**.

For additional information, please use the email address listed above.

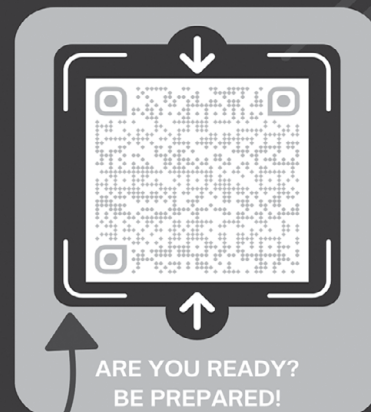
MINISTRY OF PUBLIC HEALTH, SOCIAL DEVELOPMENT AND LABOR

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