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Government Info Page

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

Ministry of General Affairs

Department of Personnel & Organization (P&O)

The department is looking for an experienced 'Secretary'

Core tasks/responsibilities include, but are not limited to the following:

- Registers all incoming and outgoing mail in the document management system and tracks the progress thereof.
- Manages the agenda;
- Handles all incoming calls;
- Administrative preparation of meetings, reports on the content of meetings, and monitors the progress of agreed upon actions;
- Responsible for inventory management, including the ordering of office supplies;
- Performs various administrative activities;
- Drafts general correspondence;
- Collects and processes data for periodic management reports;
- Functions as the first point of contact for clients;
- Tracks sick leave and vacation days of the department staff;
- Maintains the archive;
- Assists with other P&O-related tasks upon management's directives.

Candidates with direct ties to St. Maarten are preferred.

Requirements for our preferred candidate:

- Associates Degree in Secretarial service, Business administration or Management support;
- Prior experience in the field;
- Knowledge of MS-Office and ability to work with various computer applications;
- Experienced in perfect meeting reporting (minute taking);
- Experience with working in a high pressure environment;
- Fluent in Dutch & English, both oral and written;
- A friendly disposition and customer-service oriented.
- High attention to detail and accuracy;
- Pro-active, flexible and motivated, with excellent work ethic.

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

Compensation

Salary range: minimum Cg 2,578.00 to maximum Cg 4,967.00 gross.
The salary is based on your relevant work experience and overall qualifications.

Application period

If you are the right candidate for this position, please submit your application letter and resume no later than **November 21st, 2025** to:

The Ministry of General Affairs
Attn: Marisha Richardson
Department Head of P&O
Soualiga Road 1, Pond Island
Philipsburg, St. Maarten
Email: Marisha.Richardson@sintmaartengov.org
Cc: Careers@sintmaartengov.org

For additional information, please contact the Head of Department via email address
Marisha.Richardson@sintmaartengov.org.



Ministry of Tourism, Economic Affairs, Traffic, and Telecommunication

Ministerie van Toerisme, Economische Zaken, Verkeer en Telecommunicatie

PUBLIC ANNOUNCEMENT

MANDATORY BUSINESS CLOSURE AND EXEMPTION FOR SHOPS IN PHILIPSBURG ON ST. MAARTEN'S DAY (NOVEMBER 11, 2025), CHRISTMAS DAY (DECEMBER 25, 2025), AND NEW YEAR'S DAY (JANUARY 1, 2026)

The public is herewith reminded that November 11th, 2025 (St. Maarten's Day), December 25th, 2025 (Christmas Day), and January 1st, 2026 (New Year's Day) are official public holidays.

In accordance with the National Ordinance on Shop Closure (*Landsverordening winkelsluiting*, AB 2013, GT no. 542), all places of business, including all stand-alone casinos and lottery establishments must be closed on these days.

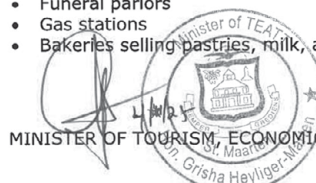
The Minister of Tourism, Economic Affairs, Traffic, and Telecommunication (TEATT) hereby informs the public that, due to the number of cruise ships that are scheduled to visit our port on St. Maarten's Day, Christmas Day, and New Year's Day, an exemption is granted to allow shops in Philipsburg to operate and be open between 6:00 AM and 6:30 PM on November 11th, 2025, December 25th, 2025, and on January 1st, 2026.

This decision is intended to enhance the visitor experience and to support our economic activity during the holiday season.

Businesses opting to operate under this exemption are reminded to comply fully with all applicable labor regulations.

The aforementioned does not apply to the following businesses that may continue to operate as is regulated in article 3 of the National Ordinance on Shop Closure (*Landsverordening winkelsluiting*, AB 2013, GT no. 542)

- Pharmacies, as long as it concerns the sale of medicine and medical products
- Bars and restaurants
- Hotels and guesthouses
- Stores located in hotels, on the airport and on the harbor premises.
- Funeral parlors
- Gas stations
- Bakeries selling pastries, milk, and/or milk products



MINISTER OF TOURISM, ECONOMIC AFFAIRS, TRAFFIC & TELECOMMUNICATION

SINT MAARTEN TAX ADMINISTRATION PUBLIC AUCTION

The Receivers Office hereby makes known that:

On **November 7th, 2025, at 10.00am**
at the expense of:

Established : **ORSANA B.V.**,
: PERIDOT ROAD #6-A
: BILLY FOLLY, SINT MAARTEN

The following and other confiscated goods:

2 Rattan Chairs	1 D25 Router	1 Pedicure Chair
2 Rattan Shelves	1 Rattan Lamp Stand	1 Sterilizer Machine
1 Copy Machine	1 Foot Bath Machine	1 Cabinet (Grey with Seven Draws)
1 Apple Computer with Screen	1 Wall Picture (Gold & Brown Drawing)	2 Sofa Chairs (Colored Cushions)
1 Hp Printer (Laser Jet Pro)	1 Pedicure Machine	1 Denon CD Player
1 Crown XLS Divecore Amplifier (1002)		

will be sold to the highest bidder at:

PERIDOT ROAD #6-A
BILLY FOLLY ST. MAARTEN

VIEWING FROM 9:00AM – 10:00AM

SALE CONDITION:

The goods will be auctioned to the highest bidder.
The goods can be viewed an hour before commencement of the auction.
Payment only in cash.

Sales conditions: "Where is as is".

The Marshall in charge with the auction:

Adolpho Pantophlet
(Tax-Marshall)

PUBLIC TENDER

The Minister of Finance, Ms. Marinka Gumbs, hereby invites prospective bidders to the public tender for:

Organization Expert for the Transformation Tax Administration Program

Principal: The Minister of Finance on behalf of the Government of Sint Maarten

Financed by: the Government of Sint Maarten utilizing TWO subsidy

Terms of Reference: Request for Proposal for an Organization Expert for the Transformation Tax Administration Program dated October 2025.

Availability of Tender Documents:

The Request for Proposal (RfP) is available as of Monday, October 20, 2025.

The Request for Proposal document can be obtained on the Sint Maarten Government's website Public Tender webpage: <https://www.sintmaartengov.org/Government/Pages/Public-Tenders.aspx> under the Ministry of Finance.

Public Tender Closure

The tender will close on **Monday, November 10, 2025, at 5.00 pm (GMT-4)**. All bids must be submitted digitally via email in PDF format, in accordance with the RfP, to Candia.Joseph@sintmaartengov.org and Judith.Goudberg@sintmaartengov.org. All questions regarding the RfP must be submitted via email no later than October 27, 2025.

When tendering, all documents mentioned in the Request for Proposal must be submitted in order to qualify. Further information about the tender procedures is included in the RfP.



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