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Ministry of General Affairs

Department of Personnel & Organization (P&O)

The department is looking for an experienced 'Personnel Advisor'

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

- Be the first point of contact for all Human Resources (HR) related queries;
- Provide proactive support and advice (across the full spectrum of employee relations and civil servant laws);
- Handle disciplinary matters and grievances, ensuring full compliance to policies/legislation;
- Advise on current policies, processes and procedures and prevailing legislation to ensure the civil servant corps is fully compliant;
- Assist managers in performance management where needed, and provide them with support and advice with respect to recruitment;
- Ensure all new employees are fully briefed on government policies and advise on holiday entitlement, absence processes, etc.

Requirements for our preferred candidate:

- Bachelor's Degree, with ample work experience in the HR field;
- Previous experience of working within a (similar) HR generalist role;
- Ability to work with employees and managers of all levels;
- Experience with working in a high pressure environment or ability to work in such an environment;
- Committed, driven and tenacious;
- Client oriented and organization focused;
- High attention to detail and a proactive attitude;
- Confident in ability, knowledge of HR practices, and ability to easily familiarize oneself with P&O legislation;
- Fluent in Dutch & English, both oral and written, with a strong emphasis on Dutch writing skills.

Being in the process of continuous development, our work environment is a dynamic one with high expectations at all times. Work experience in a (semi-) government entity is an advantage.

Candidates with direct ties to St. Maarten are preferred.

Compensation
Salary range: minimum Cg 5,818.75 to maximum Cg 10,166.25.
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 9, 2026**, to:

The Ministry of General Affairs
Soualliga Road 1, Pond Island
Philipsburg, St. Maarten
Email: Careers@sintmaartengov.org

For additional information, please contact Ms. Selma Adriana, Sr. Personnel Advisor, via email address Selma.adriana@sintmaartengov.org.



VACANCY ANNOUNCEMENT

Compliance Officer

HELP STRENGTHEN INTEGRITY AND LAWFUL OPERATIONS

The Staff Bureau of the Ministry of Justice is seeking a detail-oriented Compliance Officer to help ensure that decisions, processes, and operations comply with applicable laws, regulations, internal standards, and procedures. You will review advice and decisions, identify risks and trends, and support practical improvements that strengthen ethical, transparent, and effective public administration.

Key responsibilities	Your profile
- Review advice, decisions, permits, agreements, and procedures for compliance. - Record and report review findings, trends, and compliance risks. - Conduct risk assessments and prepare corrective measures and action plans. - Develop compliance frameworks, guidelines, procedures, and internal controls. - Advise management and colleagues on administrative, legal, and implementation matters. - Support policy and regulatory reviews, projects, and stakeholder coordination. - Promote compliance awareness through guidance, information sessions, and training.	- Bachelor's or Master's degree in Public Administration, Law, Compliance, Risk Management, Governance, or a comparable field, with relevant experience. - Strong knowledge of public administration, internal controls, ethical governance, and relevant laws and regulations. - Sound understanding of the relevant implementation or policy area and the public-administration environment. - Analytical and objective, with the ability to assess policies, plans, applications, procedures, and controls. - Able to prepare clear compliance assessments, reports, practical advice, and improvement proposals. - Excellent written and verbal communication skills in English and Dutch; discretion, integrity, and impartiality are essential. - Experience with compliance, audits, administrative law, risk assessment, or regulatory processes is an advantage.

THE OFFER
In principle, this is an appointment for one (1) or three (3) years, with the prospect of a permanent position. The salary depends on knowledge and experience and is at the level of maximum scale 12 (Cg. 10,472.00) plus pension and medical coverage. If you reside outside St. Maarten, relocation-related expenses will be reimbursed according to the applicable policy.

Preference will be given to suitably qualified candidates who are nationals of Sint Maarten.

HOW TO APPLY
For further information, contact **Ms. Florence Marlin, Secretary General**, at florence.marlin@justice.gov.sx
Email your curriculum vitae and motivation letter to hr@justice.gov.sx, with copies to florence.marlin@justice.gov.sx and myrna.lynch@justice.gov.sx.
Application deadline: 9 October 2026

NEW



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PUBLIC TENDER

The Ministry of Public Health, Social Development & Labor (VSA) hereby invites prospective bidders to participate in the public tenders for selected Labor Market and Social Security reforms as part of the Country Packages Sint Maarten:

- **Senior Advisor Social Development Policy & Reform Coordination**
- **Pension, Actuarial and Social Policy Expertise**

Interested parties can view the Request for Proposal for each role on the Government's Public Tender page:
<https://www.sintmaartengov.org/Government/Pages/Public-Tenders.aspx>
Submission deadline: **October 16, 2026!**