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MINISTRY OF
V.R.O.M.I

PUBLIC TENDER

'Construction of 150 vaults, 44 urns & repaint existing vaults (phase A, B & C) at Cul de Sac Cemetery 2026

THE TENDER DOCUMENTS:

The Tender Document can be obtained on the MERCELL Platform against the proof of payment in the amount of Naf. 250,00. Payment to be made at the Government Administration Building. The document will be available as of the date of this advertisement. All documents are in English.

INFORMATION MEETING:

An information meeting will be held at the office of Ministry of VROMI, Department of Infrastructure Management, Government Administration Building, Soualiga Road 1, Philipsburg, St. Maarten N.A. on **November 2nd, 2026, at 10:00 a.m.**

After the information meeting, a site visit will take place. When submitting questions after the site visit, bidders must provide exact details All questions must be submitted **no later than November 4th, 2026, before 17:00 via Marcell Platform.**

The minutes of the information meeting and memorandum of amendments will be available to those on the MERCELL platform at least seven days before the tender.

THE TENDER DATE:

Bids must be submitted on the MERCELL platform before **November 17th, 2026, at 10:00 a.m.** The closing time is **10:00 a.m. via Marcell Platform.** The tender vault will be opened, and bids will be announced during the tender session.

All bids will be processed via the 'Marcell tender Program'.

Further information about the tender procedure and the project can be obtained at Ministry of VROMI, Department of Infrastructural Management.

Mr. Raymond Chittick via E-mail: raymond.chittick@sintmaartengov.org
Mr. Byron Isebia Contract Manager via e-mail: byron.isebia@sintmaartengov.org

Ministry of Public Housing, Spatial Planning,
Environment and Infrastructure

(VROMI)

Permits Department

The Permits Department within the Ministry of VROMI is responsible for the efficient and transparent processing of all building and development permit applications within the legal framework of Sint Maarten. Its core mandate includes reviewing submitted plans for compliance with zoning regulations, environmental standards, and safety codes; coordinating with relevant technical units to ensure thorough assessments; and issuing permits to support sustainable development. The department also provides guidance to applicants, maintains accurate records of all permits, and enforces adherence to approved conditions, thereby safeguarding public interest and promoting orderly spatial planning.

The department is looking for a temporary "Technical Administrator" – on consultancy basis or via an employment agency.

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

- The intake, assigning and monitoring of the progress of permits submitted to the department;
- Making monthly, quarterly and year-end 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, meeting invitations and financial letters;
- Taking care of the administrative financial processing of permits;
- Administratively coordinating the daily activities of the evaluators within the department;
- Secretarial support.

Requirements for our preferred candidate:

Prior experience in secretarial or administrative work.

- A good customer friendly attitude
- Proficiency in Microsoft Office and other relevant applications.
- 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 language both verbal as in writing; Good understanding of the Dutch language;
- Strong minute-taking and organizational skills.
- A strong team player, positive and friendly disposition and customer-service oriented.
- High attention to detail and accuracy.
- Secondary vocational level

Compensation: (on consultancy basis)

Monthly based on 40 hours per week: Cg 3,370.00 - Cg 5,606.00.

Application Details:

Submit your application and CV to:

o VROMI Permits Department

Email: vromi-permits@sintmaartengov.org

Cc: Timothy.Baly@sintmaartengov.org;

Suzan.Aafjes@sintmaartengov.org;

MinVROMI@sintmaartengov.org

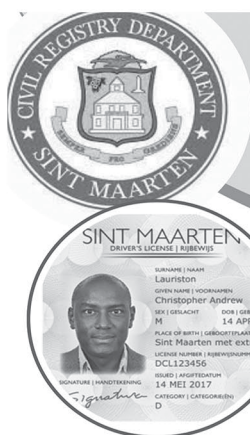
Please name email subject as:

Vacancy Technical Administrator Permits -

<your name>

Application Deadline: 31 October 2026

Selections are planned to be completed in November 2026.



Driver's License Renewals Walk-In

Expiring up to December 2026 & First Time Applications

Saturday October 31, 2026 9:00 AM - 11:00 AM

Government Administration Building, Philipsburg

Requirements Renewal

- Registered in the basic administration of Sint Maarten
- Appearance necessary; Picture will be taken during the application process
- Current Driver's License (**may not be expired for over one year**)
- Valid ID or Passport
- Medical Declaration Form (**no older than 2 months**)
- Residence Permit (if applicable)
- XCG 200 or \$112.99; Maestro or Cash

Requirements First Time

- Registered in the basic administration of Sint Maarten
- Appearance necessary; Picture will be taken during the application process
- Valid ID or Passport
- Exam Document of Passing
- Residence Permit (if applicable)
- XCG 200 or \$112.99; Maestro or Cash

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