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ST. MAARTEN

Ministry of Finance

The Department of Accountancy is looking for an ambitious, enthusiastic, dynamic, and experienced professional to fill the following function:

Administrative Assistant

Tasks consist of the following, but are not limited to:

- Monitoring the progress and settlement of agreements, obligations and decisions taken on behalf of the Division Head.
- Performing cashier activities.
- Performing financial administrative activities (including payment orders) and making calculations.
- Preparing financial or management overviews (including status reports, progress reports) and providing information, requesting information, etc.
- Answering queries on payments made within the department
- Acting as the first point of contact for internal and external bodies and persons about administrative organizational matters within the Division or services and about general aspects of the subject under discussion.
- Signalling bottlenecks in the handling of cases and resolving them independently.

Knowledge and skills

- Minimum 2 years administrative support experience.
- Minimum 2 years cashier experience.
- Proficiency in Microsoft Office applications.
- Excellent communication skills in the English and Dutch language (verbal & written).
- Ability to prioritize assignments.
- Good research skills and attention to detail.
- Must be a team player, service-minded, result-oriented, accurate and confidential.

Salary:
Depending on the level of knowledge and experience the salary will vary between, minimum cg. 3.455,00 and maximum cg. 5.746,00.

Information:
For additional information about this function, please contact the Head of the Department of Accountancy, Mr. Jason Grant via email at Jason.grant@sintmaartengov.org.

Applicants:
If you are interested in this function, please send your application letter, CV and copies of degrees to the following email addresses: careers@sintmaartengov.org, MINFIN@sintmaartengov.org and velma.windefelde@sintmaartengov.org before **November 20th 2026**. Please state the job title in the subject.

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 Mercell Platform**. The tender vault will be opened, and bids will be announced during the tender session.

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

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

Mr. Reymond Chittick via E-mail: reymond.chittick@sintmaartengov.org

Mr. Byron Isebia Contract Manager via e-mail: byron.isebia@sintmaartengov.org

OFFICIAL PUBLICATIONS SINT MAARTEN:

AB 2026 no. 37

Regulation of the Minister of Tourism, Economic Affairs, Traffic and Telecommunication of November 10, 2026 to determine the maximum wholesale price and maximum retail prices for petroleum products (Regulation maximum prices petroleum products)

Datum inwerkingtreding is 12 november 2026.

To read this regulation in full, please visit:
Official Publications (sintmaartengov.org)

Copy of this regulation is available via the Department of Legal Affairs & Legislation upon request.

Please email: jzw@sintmaartengov.org for more information.



ST. MAARTEN

REQUEST FOR EXPRESSIONS OF INTEREST

Project Manager

Micro, Small and Medium Enterprises (MSME) Policy Development and Institutional Strengthening Programs

The Ministry of Tourism, Economic Affairs, Transport and Telecommunication (MinTEATT), through the Department of Economy, Transport and Telecommunication (ETT), invites qualified professionals to submit an Expression of Interest for the position of Project Manager under the Sustaining Program Effectiveness and Advancing Resilience (SPEAR) Project. The SPEAR Project is funded through the Sint Maarten Recovery, Reconstruction and Resilience Trust Fund, administered by the World Bank and implemented in collaboration with the National Recovery Program Bureau (NRPB)

Assignment Overview

The Project Manager will oversee and coordinate:

- The update and development of four key MSME-related policies:
  - National MSME Policy
  - Investment and Diversification Policy
  - Residential Economic Policy (REP)
  - Beach and Vending Policy
- Institutional strengthening initiatives supporting MSME development, including governance frameworks, monitoring and evaluation systems, standard operating procedures, and funding mechanisms for MSME support programs. The successful candidate will coordinate consultants, stakeholders, government agencies, and project partners to ensure timely delivery of quality outputs and compliance with project requirements.

Contract Duration

The contract is for an initial period of **twelve (12) months**, with the possibility of extension through June 2028. The selected Project Manager is expected to reside in Sint Maarten during the assignment.

Submission of Expressions of Interest

Interested candidates are invited to submit their Expression of Interest no later than: **30 November 2026 at 5:00 PM (Sint Maarten Time).** Applications should be submitted via email to: **Shervin Frederick** Shervin.Frederick@sintmaartengov.org **and Avril Isaac** Avril.Isaac@sintmaartengov.org

The detailed Terms of Reference can be accessed via official Government of Sint Maarten via http://www.sintmaartengov.org and NRPB publication channels