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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.



ST. MAARTEN
Ministry of Public Housing, Spatial Planning, Environment and Infrastructure

The Ministry of VROMI, within the Policy Department of Public Housing, Spatial Planning, Environment and Infrastructure, is currently recruiting an enthusiastic, dynamic, experienced and educated professional to fill the following function:

Senior Beleidsmedewerker (Senior Policy Officer)

The function entails dealing with challenging and complex spatial development issues, an important role in the development of visions, strategies, policies and preparing and coordinating legislation on spatial planning (such as zoning plans), housing, and infrastructure on the small island of Sint Maarten, where space is limited.
You will work in a small dedicated team and advise the executing departments, the Secretary General and the Minister about spatial planning, housing, and infrastructural projects.

Responsibilities will consist of, but are not limited to:

- Policy development in a broad and complex policy area in the field of spatial planning, housing, environment and/or other aspects in the work field of the department (in consultation with relevant stakeholders);
- Implementation and evaluation of the relevant policies and legislation (such as the housing policy);
- Advising on complex administrative and -legal matters, on spatial planning matters as well as other topics related to the work field of the department, taking into account current and future policy and legislation;
- Leading and managing multidisciplinary projects within the work field of the department (project coordination, monitor quality, effective time management, budget, organization and information);
- Advising the department management, the secretary general and the minister;
- Planning of projects and procedures and supervising the process for establishment of zoning plans;
- Assisting the management with other tasks within the department.

Minimum job requirements:

- University (Academic) Bachelor or Master degree, preferably with focus on Spatial/Urban Planning, Housing, Social Geography studies or similar knowledge through a combination of education and experience;
- In-depth knowledge of the broad and complex policy areas of the Ministry of VROMI and related policy areas;
- Specialist knowledge of the applicable laws, both in administrative, constitutional and civil law and land management policies, procedures and the ability to apply them to the field;
- Insight into the functioning of the public administration, the government organization and the associated decision-making circuits and sensitivities;
- Proficiency in reaching a consensus through conviction with regards to the drafting of high quality advices, changes in regulations and policy proposals, as well as in the ability to coordinate various sub-areas and to align with other policy areas and to keep an overview of all action points;
- Ability to coordinate and draft advices, procedural documents, legislative changes, policies, project proposals, requests, plans, etc.;
- Skillful in assessing administrative relations and the administrative / political and technical feasibility of advices or proposals;
- Work experience in a similar function within government or consultancy office;
- Can communicate (verbal and writing) fluently in the English language;
- Can read and understand Dutch language, especially Sint Maarten's legislation;
- Can set priorities, results-oriented, prompt and possesses strong integrity;
- Ability to work independently (manage own projects) or in a team with minimum supervision.

The position is based on a workweek of 40 hours. Gross salary depends on knowledge and experience and is in a range from Cg 7,214 – Cg 10,217.

For more information visit our website www.sintmaartengov.org or contact Ms. Raitza Narain, Department Head of the Policy department at raitza.narain@sintmaartengov.org.
Interested applicants should submit their application letter and resume no later than **December 4th 2026** to careers@sintmaartengov.org.

