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Government Info Page

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For **JOB VACANCIES** visit www.sintmaartengov.org/employment



SINT MAARTEN

The Ministry of Education, Culture, Youth and Sport (MECYS)

Who are we?

St. Maarten is a young and dynamic country. We are continuously striving towards professional development for a more customer-oriented, transparent, efficient and effective organization. MECYS aims to promote the private affairs of the country in the field of education, culture, youth and sport.

The **Department of Sport's** vision is to foster a healthier and active society, and its mission is to activate citizens through sport and movement amongst all segments of society to enhance the overall health and well-being of the nation.

The **Department of Sport** is looking for enthusiastic, dynamic, experienced and educated professionals to fill the function of:

Administrative Assistant

Tasks consist of (but is not limited to) the following:

- Maintain agendas, schedule appointments, prepare meetings, take minutes, and monitor follow-up actions.
- Provide administrative and project support by collecting, organizing, distributing, and filing documents.
- Draft and process correspondence based on general instructions and handle incoming calls professionally.
- Support management with mail handling, planning, reporting, budget monitoring, data collection, and administrative overviews.
- Assist with financial administration, including budget control, payment documentation, and periodic financial overviews.
- Provide support for personnel administration, including maintaining personnel data and compiling staff-related reports.
- Maintain records, manage work files, process data in administrative systems, and ensure proper archiving of documents.
- Support promotional activities, events, information distribution, and related public communication tasks.

Requirements:

- A relevant Associates degree or an equivalent combination of education and work experience in a similar position;
- Practical knowledge of Dutch and English.
- Knowledge of secretarial, administrative, and financial administrative procedures.
- Practical knowledge of personnel matters and internal administrative regulations.
- Ability to work with word processing packages and general office applications.
- Strong organizational skills, including maintaining files, records, and project documentation.
- Ability to take minutes, prepare reports, process financial data, and develop draft texts.
- Customer-oriented communication skills for assisting callers, visitors, employees, and external stakeholders.
- Understanding of organizational relationships within a department or public service environment.

Candidate Profile:

The ideal candidate is organized, accurate, service-minded, and able to manage multiple administrative tasks while maintaining confidentiality and professionalism. The candidate should be able to work independently within established procedures, communicate clearly with internal and external contacts, and support management in meeting departmental goals.

Salary

The salary depends on your education and work experience and is a minimum of Cg 2,578.00 and a maximum of Cg 4,976.00.

Information:

For a detailed job description and further information, contact Ms. Jonelle Richardson, Head of the Department of Sports, at, via email: Jonelle.richardson@sintmaartengov.org.

Applicants:

If you are interested in this position, please send your resume, letter and copies of your degree(s) by August 10, 2026 indicating the position in the subject line, to the following email address: careers@sintmaartengov.org and a cc: Jonelle.richardson@sintmaartengov.org or send your application to the Government Building, address Soualliga Road #1, Pond Island, Great Bay.



IMMIGRATION & BORDER PROTECTION SERVICES OF SINT.MAARTEN

PUBLIC NOTICE

The Immigration and Border Protection Services (IBPS), Division of Admission and Expulsion, hereby informs the public that, effective August 1, 2026, certain categories of persons may be eligible to apply for an exemption letter.

Persons falling within the following categories may be considered eligible:

- Persons born in Sint Maarten who have never left the country;
- Minors born outside Sint Maarten where travel abroad was required due to documented medical circumstances involving a mother who is a resident of Sint Maarten, subject to the submission of supporting medical documentation;
- Persons who previously held legal residency in Sint Maarten and whose residence permit has expired for more than three (3) months but less than one (1) year;
- Essential workers;
- Persons employed by the Government of Sint Maarten; and
- Persons who operate a business in Sint Maarten and are the sole director of that business.

Applicants are advised that all requests will be assessed on a case-by-case basis. The submission of an application does not guarantee approval.

Further information regarding application procedures and requirements may be obtained by contacting the Immigration and Border Protection Services.

The IBPS thanks the public for its cooperation and continued compliance with immigration regulations.

Division of Admission and Expulsion

Immigration and Border Protection Services of Sint Maarten (IBPS)



WE'RE HIRING!

- Finance Project Lead
- Landfill Engineer Consultant
- Senior Waste Manager & Head of Waste Authority
- Waste and Environmental Management Consultant
- Maintenance Worker
- Legal Advisor



Scan the QR code for more details

Full job descriptions and applications are posted on the official Government of Sint Maarten employment page

SintMaartenGov.org/Government/Pages/Employment.aspx

DEADLINE: July 15th, 2026



JOIN THE NETWORK: SEARCH "SXMGOV"



PUBLIC TENDER

The Ministry of Public Health, Social Development and Labor hereby invites qualified organizations, service providers, and non-profit entities to submit proposals for the operation and management of the Independent Guided Living Facility (IGLF).

The selected contractor shall be responsible for the full operational management, resident support services, staffing, reporting, and administration of the facility in accordance with the operational requirements outlined in the Terms of Reference.

There will be an information session about the public tender on June 30, 2026 from 6:30pm to 8:00pm at the Government Building, in the conference room of Community Development, Family and Humanitarian Affairs (CDFHA). Send an email to cdfha@sintmaartengov.org to RSVP your attendance.

Interested parties can view the Terms of Reference on the Government's Public Tender page: **Official Publications (sintmaartengov.org)**

Submission deadline: **July 14, 2026!**



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