

A Publication by the Department of Communication

Government Info Page

WWW.SINTMAARTENGOV.ORG 011225

Season Greetings

TERMS OF REFERENCE

Principal:
The Ministry of Public Health, Social Development & Labor

Financed by:
The Government of St. Maarten

1. Background

The Community Development Family Humanitarian Affairs (CDFHA) department is an executing department within the ministry of VSA committed to implementing projects and programs that support vulnerable groups in the community, ensuring social protection, empowerment, and capacity building. The Project Manager will play a critical role in planning, executing, and monitoring these projects, ensuring alignment with government policies and strategic objectives.

2. Objective of the Position

To provide strategic and operational leadership for projects for CDFHA, ensuring effective implementation, timely delivery, and measurable impact for vulnerable populations.

3. Key Responsibilities

The Project Manager will be responsible for:

- Project Planning and Implementation**
 - Develop detailed project plans, including timelines, budgets, risk assessments, and resource allocation.
 - Ensure projects are executed in line with the approved plans and government policies.
 - Coordinate with relevant government agencies, stakeholders, and community partners.
- Monitoring and Evaluation**
 - Develop and implement monitoring tools and evaluation frameworks to assess project progress and impact.
 - Prepare periodic progress reports and provide recommendations for improvements.
- Team Leadership and Capacity Building**
 - Lead, supervise, and mentor project staff, ensuring roles and responsibilities are clear.
 - Facilitate capacity-building initiatives for staff and partner organizations where required.
- Stakeholder Engagement and Communication**
 - Establish and maintain effective communication channels with stakeholders, including government entities, NGOs, and community representatives.
 - Prepare reports, briefings, and presentations for CDFHA and other relevant stakeholders.
- Compliance and Documentation**
 - Ensure compliance with CDFHA and government standards, policies, and procedures.
 - Maintain proper documentation of project activities, financial transactions, and outcomes.

4. Qualifications and Experience

- Bachelor's degree in Social Sciences, Project Management, Public Administration, or a related field.
- Experience: Minimum of three (3) years of project management experience, specifically with programs targeting vulnerable groups.
- Must be registered at the Chamber of Commerce
- Must be Tax compliance
- Must be registered on the Dutch side
- Skills & Competencies:**
 - Familiarity with government structures, policies, and reporting requirements.
 - Proven track record in managing multi-stakeholder projects with measurable outcomes.
 - Strong organizational, leadership, and communication skills.
 - Ability to work independently, meet deadlines, and manage multiple priorities.

5. Duration and Terms

- This is a full-time position for a duration of one (1) year.
- The Project Manager will report directly to the Director of CDFHA and work in close collaboration with internal teams and external stakeholders.

6. Deliverables

- Annual project plan and budget.
- Monthly and quarterly progress reports.
- Final project report summarizing achievements, lessons learned, and recommendations.
- Monitoring and evaluation tools for ongoing assessment of project impact.

When tendering:

Submit all required documents to cdhfa@sintmaartengov.org before December 12, 2025.

Feel free to send any questions that you might have to the above-mentioned email address and you will be answered within 24 hours.

Christmas Festivities 2025

6th Annual Backstreet Bonanza Nov 29th 10:00am - 9:00pm Nov 30th 10:00am - 9:00pm Live Music & Shopping Food & more ONLY BACKSTREET	Vegas Christmas Lights Outdoor Show Dec 1st - Jan 6th 6pm & 9pm 2 shows per night 1st 6pm, 2nd 9pm Free Viewing VEGAS CASINO	Belly Full Fest Dec 4th 11am - Midnight 30 Vendors: Music, Food, Drinks, Kidney's Corner & Entertainment Free Entrance EMILIO WILSON PARK	Jingle at the Jetty Annual Christmas Tree Lighting Hosted by Port St. Maarten Dec 7th Boardwalk Parade 8:30am - 9:30am Water Plant Tree Lighting @ 7pm Free Gifts for the kids WALTER PLANT 56
Twilight in Town Hosted by the Ministry of TRAFFIC Dec 12th 6 & 8:30pm Lighting Ceremony @ Cyria Warner Square Free Seating, Gift for the kids of all ages BOARDWALK	The Jolly Lane Christmas Vendors on the Parade! Dec 16th - Jan 6th Hosted by the Ministry TRAFFIC & Accompaniment Local Vendors Christmas Themed Food, Drinks & More W.J. NISBETH RD	Christmas in the Park 2025 Under the Stars Hosted by Rissa Prod. Dec 13th & 14th 7pm - Midnight Free Entrance, Live Entertainment, local vendors and more. EMILIO WILSON PARK	Philipsburg Reunions Magical Hosted by Roraght Ent. Dec 19th 6pm to 10pm Dec 20th & 21st 1pm - 10pm 40+ Vendors, Shopping, culture & more PHILIPSBURG - BOARDWALK

The Ministry of Tourism, Economic Affairs, Transport & Communication

GOVERNMENT OF ST. MAARTEN PUBLIC TENDER

The Ministry of General Affairs of the Government of St. Maarten hereby invites qualified and interested parties to submit proposals for Cleaning Services for Government Offices.

Principal:

The Minister of General Affairs, on behalf of the Government of St. Maarten, coordinated through the Department of Facility Services.

Financing Entity:

The Government of St. Maarten

Project Description:

The Government of St. Maarten seeks to engage a qualified service provider to deliver professional cleaning services for designated government offices. The contract will cover a **three-year period**, ensuring consistent, reliable, and high-quality maintenance of government facilities.

A copy of the Terms of Reference can be obtained upon request via the following email address: az.publictenders@sintmaartengov.org

Site Viewing

A mandatory viewing of the designated areas will take place as follows:

- Day 1: Monday, December 1, starting at 8:00 AM sharp at the MET Office in Simpson Bay, followed by additional site visits and route to Philipsburg.
 Day 2: Viewing will continue and be completed on the following day, also starting at 8:00 AM sharp.

Proposal Submission

All proposals must be submitted digitally as a single PDF file no later than December 15, 2024 at 11am to:

Email: az.publictenders@sintmaartengov.org

Bids received after this deadline will be deemed inadmissible.

Further Information:

For additional details regarding the project or tender procedure, please contact:

Ministry of General Affairs, Department of Facility Services

Email: Henderikus.ekema@sintmaartengov.org

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