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WEDNESDAY,
03 DECEMBER, 2025

7:00 PM - 9:00 PM

GOVERNMENT ADMINISTRATION
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Applicants for study financing who plan to begin their studies in the Netherlands in August 2026 are invited to attend this workshop, where they will receive tips, guidance, and strategies for securing student housing in the Netherlands.



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VACANCY

Ministry of Public Health, Social Development & Labor
Division Labor Affairs & Social Services
(Section Labor Market)

POSITION

Medewerker Ontslagzaken (Labor Relations Officer)

DESCRIPTION

The Ministry of Public Health, Social Development & Labor, under the auspices of the Department of Labor Affairs & Social Services, offers varied services and products to clients. This position resides under Section Labor Market within the Division Labor Affairs and Social Services. The Labor Relations Team is committed, thorough and complex with fair path to labor dispute resolution.

Vision

"To foster a fair and harmonious work environment by effectively and equitably resolving labor disputes between employees and employers."

Mission

"Our mission is to provide accessible, impartial and professional services for the resolution of labor disputes, ensuring that all parties involved are heard, their rights are respected, and fair solutions are reached to maintain productive and respectful workplaces."

FUNCTION RESPONSIBILITY & DUTIES

- Intake of labor dispute complaints based on established and published work procedures.
- Assesses and review labor dispute complaints for completeness, including requesting additional evidence and or documentation where necessary from the complainant.
- Manage labor dispute complaints as needed by investigating circumstances of incident, adherence to contract policies in accordance with procedures and in adherence to relevant labor laws and company policy or collective bargaining agreements.
- Develop awareness building campaigns and communication materials for workers and employers.
- Organize information sessions, other events and engagement activities in collaboration with team members and management.
- Provide detailed information about labor laws to employers and employees and provide informed guidance when taking cases to court.
- Communicate effectively with HR managers, executives and union representatives daily to create positive working environment, address worker grievances and verify compliance with contractual protocols.
- Assesses and ensures the timely and proper administrative handling of dismissal applications in accordance with applicable work procedures, guidelines and legislation.
- Maintains proper and accessible dismissal and labor dispute files, records and ensures that documents are systematically uploaded to database.
- Assists under the direction of management with other tasks within the service and section.

PROFESSIONAL QUALIFICATIONS

- Bachelor's degree in law, or comparative field, or a minimum of 3 years demonstrated experience in labor dispute resolution.
- Exceptional organizational and administrative skills, advanced knowledge of all Microsoft Applications.
- Strong decision-making skills with ability to manage multiple cases at once.
- Exceptional verbal and written communication skills (English and Dutch).
- Strong administrative skills and demonstrated experience in writing complex, detailed reports.
- Ability to work professionally with others in labor dispute resolution and a strong affiliation with the community of Sint Maarten.
- Proven record of excellent customer service, detail oriented, communication, excellent time and workload management, intra office relationships.
- Professional training in mediation and/or conflict resolution.
- Pre - additional certification in Dutch Labor Laws (Sint Maarten).

Compensation:

Salary ranges from minimum Cg 3,903.00 to maximum Cg 7,085.00. Salary based on experience and qualification, within the established salary range, plus a benefits package that includes pension (age 18 or older) and medical coverage.

Information:

For additional information about this function, please contact the Division Head of Labor Affairs & Social Services, Mrs. Peggy Ann Dros-Richardson, via e-mail: Peggyann.Dros@sintmaartengov.org or please visit our website on <http://www.sintmaartengov.org/government/Pages/Employment.aspx>.

Please send your application letter and resume to careers@sintmaartengov.org with a cc to Peggyann.Dros@sintmaartengov.org and Annan.Benjamin@sintmaartengov.org no later than **January 2, 2026**.



ATTESTATIE DE VITA WALK-IN NOTICE

Date: Wednesday December 3rd 2025

Time: 1:30 pm-3:00 pm

Location: Philipsburg Government Administration Building

Requirements:

- Must be registered in the basic administration of Sint Maarten
- Applicant must be physically present
- Valid Sint Maarten ID Card or Valid Passport
- Fee: XCG 17.50 or USD 10.00; Maestro or Cash

****No exceptions****

****ONLY Attestatie de vita****



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