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Government Info Page

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Season Greetings



The Penitentiary and Detention Center of the Ministry of Justice is currently recruiting, a dynamic, driven result-oriented, motivated, organized professional with a keen eye for accuracy for the following position:

Human Resource Officer (Personeelsmedewerker)

The Penitentiary and the Point Blanche Prison in St. Maarten is an executive service of the Ministry of Justice and has the following objectives:

The protection of society against people who pose a threat to the legal order or the safety of others and to offer prisoners prospects of successful reintegration in society (reintegration) by means of a structured detention programme.

The Penitentiary and the House of Detention 'Point Blanche Prison' is looking for an experienced, enthusiastic and operational 'Personeelsmedewerker', who dares to take action and think outside the box, in order to take steps together towards a new future. Point Blanche Prison is on the eve of the construction of a new prison with accompanying new Soft Components.

The position:

As the HR Officer, you will have a diverse range of tasks, and you will work autonomously. You will provide support to both the Penitentiary and Detention Center at Point Blanche as well as to the Ms. Lalie Center.

Main tasks and responsibilities/ but not limited to:

- Providing assistance to the HR Advisor and jointly carrying the responsibility for the proper planning and execution of HR matters;
- Providing support and advice on specific HR topics;
- Recording and maintaining employee information, and monitoring the quality of the data in the system;
- Providing information to employees about aspects relating to the interpretation and execution of HR regulations;
- Processing pension requests, medical examinations, SZV registrations, child allowance, leave of absence and other administrative tasks etc.;
- Reviewing requests for the application of policies and ensuring correct execution of the policies;
- Providing support to the Personnel Advisor and jointly Requirements

Requirements:

- Associates Degree in Human Resources;
- Minimum 5 years working experience in the respective area;
- Reliable, committed and eager to learn;
- Being flexible with a positive approach towards work;
- You are able to work under pressure in a high paced, results oriented and demanding environment;
- You are able to maintain a cool head in stressful and hectic situations;
- You are able to work efficiently and within the specified deadlines;
- Strong attention for detail and accuracy;
- Client oriented and organization focused;
- Driven and motivated towards development and self-grow

Compensation:

Your salary will be dependent on your qualifications and experience and will range between Cg. 3.370 and Cg. 6.315.00 per month. This is based on a full working week of 40 hours.

If you are interested in the position, please submit your application letter and resume to email address: Amparo.Sabina@justice.gov.sx no later than **December 5th, 2025**.

For additional information, contact Ms. Myrna A. Lynch @ myrna.lynch@justice.gov.sx

The Public Service Center introduces

ONLINE APPOINTMENTS

You can now book appointments online!

- Book appointments at your convenience
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<http://appointments.sintmaartengov.org/services>



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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WEDNESDAY,
03 DECEMBER, 2025
7:00 PM - 9:00 PM
GOVERNMENT ADMINISTRATION BUILDING
ROOM 1 & 2

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.

REGISTRATION IS MANDATORY AS SPACE IS LIMITED!

Call us: **+(721) 527-3840**
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