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MINISTRY OF PUBLIC HEALTH, SOCIAL DEVELOPMENT & LABOR

Department of Public Health
www.sintmaartengov.org

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Terms of Reference (TOR) for Project Management of Prevention Pilot

1. Background

Sint Maarten faces a high burden of noncommunicable diseases (NCDs), particularly cardiovascular diseases (including hypertension) and diabetes, which significantly impact quality of life and generate long-term healthcare costs.

Project F3.5 – Prevention and Reduction of NCDs supports the development and pilot implementation of structured preventative care in primary care settings. Sint Maarten currently has no standardized prevention program for CVRM and diabetes management in primary care and does not yet have local nurse practitioners/praktijkondersteuners huisartsen (“POHs”) integrated into GP practices. This project will pilot the implementation of CVRM and diabetes protocols, referral pathways to lifestyle counselling, and standardized patient education and follow-up tools in collaboration with key stakeholders.

2. Objective

The Local Project Manager will coordinate the day-to-day implementation of the CVRM and diabetes prevention pilot and ensure effective collaboration between the Ministry of VSA, SZV, the POHs hired for the duration of the pilot, and the three participating GP clinics and any other relevant stakeholders.

The Project Manager will be responsible for tracking participant enrolment, monitoring progress and challenges during the pilot, supporting consistent adherence to protocols and procedures, and ensuring required tools and documentation are in place and used correctly.

3. Key Responsibilities

Coordination and liaison

- Liaise closely with the POHs hired for the duration of the pilot, ensuring smooth integration into clinic workflows.
- Liaise with the three (3) participating GP clinics to coordinate pilot implementation activities and address operational challenges.
- Support coordination between VSA, SZV, clinics, and the National CVRM Working Group as required.

Pilot implementation support

- Track participant enrolment and follow-up, ensuring accurate monitoring and timely reporting of progress.
- Identify, document, and flag implementation issues (clinical or operational) and escalate where needed.
- Support implementation and consistent adherence to the CVRM and diabetes protocols, including the use of standardized questionnaires and required procedures.

Tools, materials, and documentation

In collaboration with the workgroup, coordinate the development/finalization and use of pilot materials, including:

- Consent Form
- Guidelines & Procedures
- Patient Education Booklet
- POH Guidebook
- Patient Logbook
- Standardized questionnaires package
- Overview of the intake process
- Timeline and implementation tracker

Monitoring, evaluation, and reporting

- Support monitoring and evaluation activities, including conducting or coordinating interviews with participants and medical professionals where required.
- Maintain an issue and risk log and propose mitigation actions.
- Prepare meeting notes, action trackers, and quarterly progress reports for VSA/SZV and TWO.

4. Deliverables

The Local Project Manager will be responsible for producing and maintaining the following deliverables throughout the assignment:

- Work plan and implementation tracker (including timeline)
- Finalized pilot tools package (as listed above) in collaboration with the workgroup
- Participant enrolment tracker and issue log (updated throughout pilot implementation)
- Quarterly progress reports
- Interview summaries / feedback notes (as required)
- Supporting documentation for pilot evaluation and scale-up planning

6. Qualifications and Expertise

Required

- University degree (or equivalent relevant experience) in Public Health, Medicine, Nursing, Health Sciences, or a related field.
- Strong clinical experience/background, preferably in primary care and/or chronic disease management (CVRM/diabetes).
- Strong understanding of public health and prevention, including implementation of prevention-oriented programs.
- Minimum five (5) years of experience in health program coordination, implementation, or project management.
- Ability to work effectively with healthcare providers and support adherence to standardized clinical protocols and procedures.
- Strong organizational and communication skills, including reporting and documentation.
- Must be residing in Sint Maarten for the duration of the assignment.

Preferred

- Experience working with government institutions (health sector preferred).
- Experience working with SZV and understanding of the Sint Maarten healthcare system.

Contract Details

- Type: Part-time professional services / consultancy (up to 20 hours per week)
- Location: Sint Maarten
- Duration: One (1) year (subject to performance and project needs)
- Reporting: The Project Manager reports to the designated Project Leader within the Ministry of VSA and works closely with SZV and pilot implementers.

9. Submission Criteria and Deadline

Interested candidates should submit:

- Motivation letter
- Detailed CV
- Brief proposed approach/work plan and availability (and fee proposal if applicable)

Applications should be submitted **by email** to: Fenna.Arnell@sintmaartengov.org cc: Nakita.Nicholls@sintmaartengov.org and Yolaine.Bruney@sintmaartengov.org.

Submission deadline: Applications must be submitted **within two (2) weeks of publication of this vacancy.**

Shortlisted candidates may be invited for an interview and may be asked to provide references and supporting documentation.

OFFICIAL PUBLICATIONS SINT MAARTEN:

AB 2026 no. 12

Regulation of the Minister of Tourism, Economic Affairs, Traffic and Telecommunication of March 20, 2026, to determine the maximum wholesale price and maximum retail prices for petroleum products (Regulation maximum prices petroleum products)

Datum inwerkingtreding is 22 maart 2026

To read this regulation in full, please visit:
Official Publications (sintmaartengov.org)

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