



A Publication by the Department of Communication

Government Info Page

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Season's Greetings



Government of St. Maarten Public Tender

The Minister of Tourism, Economic Affairs, Transportation, and Telecommunication, in collaboration with The Minister of Education, Culture, Youth and Sport, on behalf of the Government of St. Maarten, hereby invites prospective bidders to submit proposals for the project:

"Design and Build – Upgrades for L.B. Scott Sports Auditorium"

Principal:

The Minister of Tourism, Economic Affairs, Transportation, and Telecommunication, in collaboration with The Minister of Education, Culture, Youth and Sport on behalf of the Government of St. Maarten.

Financed by:

The Government of St. Maarten.

Description of work:

The Government of St. Maarten is seeking qualified firms to submit comprehensive proposals for the design and build of upgrades for the L.B. Scott Sports Auditorium. This project is geared toward revitalizing the L.B. Scott Sports Auditorium and elevating it to a modern, multi-purpose facility that meets international sporting standards.

Tender Documents:

The Terms of Reference can be obtained from the division for Product Development at the St. Maarten Tourism Bureau emailing: Lisa.Noel@sintmaartengov.org

Information Session:

An information session will be held on December 18, 2024 at 10:00 am at the site, after which the minutes will be sent to prospective bidders and will form an integral part of the tender documents.

Tender date:

The proposals must be submitted digitally based on the criteria outlined in the Terms of Reference and must be in English or Dutch.

The deadline for requesting the Terms of Reference is December 17, 2024

The deadline for submitting proposals is January 16, 2025, ultimately by 23:59 hours. A confirmation email will be sent out to all bidders within 48hrs of acceptance of proposals.

Information:

Information pertaining to the project can be obtained at the Ministry of Tourism, Economic Affairs, Traffic, and Transportation, and Telecommunication via Tel: +1-721-549-0200 and email: Lisa.Noel@sintmaartengov.org.

Ministry of General Affairs

The Public Service Center Department (PSC) is a service-oriented department that is focused on providing a full range of government services through its "one-stop" shop approach. PSC is dynamic, efficient, team-oriented, outcome-focused, and responsive to the organization and customer needs. We are looking for a dynamic, friendly, and professional receptionist to join our team.

TELEFONIST (Receptionist)

Highlights of the job description:

- Manages the reception area of the Government Administration Building;
- Registers incoming documents;
- Directs visitors by maintaining the directories and services of the various ministries;
- Accurately responds to visitors' requests via phone or email;
- Manages the visitors' automated registration system;
- Manages the telecommunication system and console operation;
- Contributes to team effort by accomplishing related tasks as needed.

Required skills and qualifications:

- Associate's degree;
- Basic knowledge of the functioning of the Government of Sint Maarten;
- Good command of English and Dutch languages;
- Knowledge of other languages is an asset;
- Excellent communication skills;
- High level of confidentiality and customer service experience;
- Willingness to learn and work independently;
- Adequate computer skills;
- Ability to work well under pressure.

Salary & Working Hours:

You will be required to work a 40-hour workweek. The salary depends on your education and work experience and is a minimum of Naf. 1,535.00 and a maximum of Naf. 3,126.00.

Applicants:

If you are interested in this function, please send your application letter, CV and copies of degrees to the following email address: careers@sintmaartengov.org, or send your application to the Government Building, Soualiga Road #1, Pond Island, Great Bay, before **December 11, 2024**. Please state the job title in the subject.

Information:

For additional information about this function, please contact the Head of the Department of Public Service Center, Mrs. Fabiana Vanterpool-Arnell via email at Fabiana-Arnell@sintmaartengov.org.



PUBLIC SERVICE CENTER
MINISTRY OF GENERAL AFFAIRS

Online Appointments for Government Services at specific departments.

Persons who wish to verify or cancel their confirmed appointments booked for services at:

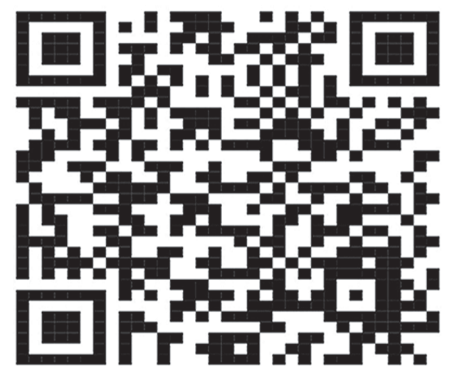
- Civil Registry
- Economic Licenses
- Labor Affairs
- Vromi Permits Departments

Please do so by contacting us via: onlinebooking@sintmaartengov.org or psc@sintmaartengov.org

We also inform you that our confirmation page is currently under construction.



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