



A Publication by the Department of Communication

# Government Info Page

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140125



“Happy New Year 2025”

## Department of Personnel & Organization (P&O)

The department is looking for a

### Section Head F&B

#### Core tasks and responsibilities include, but are not limited to the following:

- Manages and coaches our team of Personnel Advisors and Personnel Officers amongst other);
- Responsible for HR advisory and support to the various ministries of the government (roughly 1500 employees);
- Monitors proper execution of HR policies and liaises with other managers within the organization;
- Informs and advises managers on the status of active dossiers, as well as all other HR matters that are relevant to the work of the department and the organization as a whole;
- Is a member of the P&O management team.

#### Requirements for our preferred candidate:

- A Masters degree in Human Resource Management with equivalent work experience;
- Middle-management experience;
- A proven track record in Human Resource Management;
- Organizational awareness and sensitivity;
- Ability to work independently;
- Strong advisory and communication skills (verbal and in writing);
- Experience in process improvement;
- Flexible, with strong coaching and time-management skills;
- A team player;
- Customer service oriented;
- Fluent in Dutch & English, both oral and written, with a strong emphasis on Dutch writing skills.

Being in the process of continuous development, our work environment is a dynamic one with high expectations at all times. Work experience in a (semi-)government entity is an advantage.

**Candidates with direct ties to St. Maarten are preferred.**

#### Compensation:

Salary range: minimum Naf. 5,092.00 to maximum Naf. 9,821.00.

#### Application period

If you are the right candidate for this position, please submit your application letter and resume no later than **February 9<sup>th</sup>, 2025**, to:

The Ministry of General Affairs  
Attn: Marisha Richardson  
Department Head of P&O  
Soualiga Road 1, Pond Island  
Philipsburg, St. Maarten  
Email: [marisha.richardson@sintmaartengov.org](mailto:marisha.richardson@sintmaartengov.org)  
Cc: [Careers@sintmaartengov.org](mailto:Careers@sintmaartengov.org)

For additional information, please contact the Head of Department via email address [marisha.richardson@sintmaartengov.org](mailto:marisha.richardson@sintmaartengov.org).

## 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 – HVAC Cooling Systems 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 a new HVAC Cooling System for the L.B. Scott Sports Auditorium, ensuring optimal temperature control and a comfortable environment for athletes and spectators.

#### Tender Documents:

The Terms of Reference can be obtained from the Department of Product Development at the St. Maarten Tourism Bureau by emailing [Lisa.Noel@sintmaartengov.org](mailto:Lisa.Noel@sintmaartengov.org)

#### Information Session:

An information session will be held on January 15, 2025, at 10:00 a.m. at the site. After that, 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.

#### Important Announcement: Extension of Deadline

The deadline for submitting proposals has also been extended to January 30, 2025, ultimately by 23:59 hours. A confirmation email will be sent out to all bidders within 48hrs of acceptance of proposals.

#### Information:

Information regarding this public tender can be obtained by contacting [Lisa.Noel@sintmaartengov.org](mailto:Lisa.Noel@sintmaartengov.org)



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