Organizational Unit:
Ministry of Education, Culture, Youth and Sports/ Department of Culture

Who are we?
The Department of Culture is a policy department responsible for the formulation of policy and overseeing the implementation of relevant legislation and international conventions as it pertains to St. Maarten’s tangible and intangible heritage assets. The Department provides guidance to stakeholders and supports a number of projects and activities that promote, safeguard and develop the creative/cultural sectors within our community.

Position: Secretary
The position requires the execution of one or more of the following tasks within the Department of Culture within the Ministry of Education, Culture, Youth and Sport,

Tasks consist out of below mentioned but are not limited, thereto:

- Registers all incoming and outgoing mail in the document management system.
- Manages the agenda;
- Handles all incoming calls;
- Schedules division and management meetings.
- Administrative preparation of the meetings, reports on the content of the meetings, and monitors the progress of agreed upon actions of the meeting.
- Tracks the progress of all outgoing documents.
- Drafts correspondence of a general content.
- Collects and processes data for periodic management reports.
- Functions as first point of contact with reference to the division’s administrative and organizational matters.
- Assists with other P&O-related tasks upon management’s directives.

Requirements for our preferred candidate:
- Experience in management support;
- Knowledge of MS-Office;
- Experienced in perfect meeting reporting (minutes).
- Verbal and written communication in the English language. Dutch is an asset.
- Ability to work with various computer applications.
- Must have a friendly disposition and be customer-service oriented.
- Pro-active and motivated in work approach.
- Flexible and excellent work ethic.

Salary
The salary for this position is dependent on your training and experience and lies within minimum NAF 2,205.00 and maximum NAF 4,774.00

Contact information
You may contact Ms. Clara Reyes, Head of the Department of Culture
Tel. 1-721-520-5340 or 1-721-542-2056 ext 2771 or email: clara.reyes@sintmaartengov.org for more information.
You can also send your application digitally to clara.reyes@sintmaartengov.org
Cc: Siegnara.pantophlet@sintmaartengov.org
careers@sintmaartengov.org
indicating the function name in the subject by **January 28, 2022**. Please be sure your name and the job title are in the subject line of your email.