ST. MAARTEN

Ministry of Public Health, Social Development and Labor

The Department of Social Development of the Ministry of Public Health, Social Development and Labor is looking for an enthusiastic, dynamic, experienced and qualified professional to fill the following function:

**Policy Officer**

Responsibilities will consist of, but not limited to policy development in the broad and complex area of social development. Will have to be able to inventory and analyze social and political developments in relevant policy areas and assess their importance for the policy development. Will have to implement and evaluate relevant policies. Advise on administrative and legal matters and issues, study, analyze the legal and political aspects of problems, and prepare needed proposals in the field of administrative law and/or civil law. Will manage projects, develop plans, and prepare management and decision-making documents.

**Requirements:**

- In-depth knowledge of the broad and complex areas of government and related policy areas
- Specialist knowledge of social development and broad knowledge of public service and of relevant related policy areas.
- Knowledge of current laws, in administrative -, constitutional - and civil law.
- Insight into the functioning of public administration, the government organization and the associated decision-making circuits and sensitivities.
- Skills in coordinating and drafting of policy, advices, memorandums, procedural documents, amendments to laws, requests, plans, etc.
- Skills in estimating the administrative relationships and the administrative/political and technical feasibility of advice or proposals.
- A university degree in social development or similar knowledge through a combination of education and experience.
- Ability to write and communicate fluently in the Dutch and English language.
- Ability to work independently as well as in a team.
- Can set priorities, has strong integrity and is result-oriented.

Salary ranges between NAF. 4.365,00 and NAF. 8.662,00 depending on your relevant work experience and education.

If you are a qualified candidate and interested in the position above, please send your application letter and resume to careers@sintmaartengov.org with a cc to Annan.Benjamin@sintmaartengov.org and Joy.Arnell@sintmaartengov.org no later than January 31, 2022. Do not forget to mention your name, the job title and the Ministry in the subject field of your email.