



## **ST. MAARTEN**

### **Ministry of Public Health, Social Development and Labor**

The Department of Labor 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 Worker**

As a Policy Worker, you will inventorize and analyze social and political developments in relevant policy area and assess their importance for the policy area. Conduct (literature) research and make proposals for policy changes. Initiate and conduct (statistical) research, prepare research proposals and supervise research by third parties. Participate in consultations with other ministries and representatives of the labor community nationally, regionally and internationally. Prepare policy documents, advices, reports, forecasts, action plans, project proposals, etc. Assess the content of the policy proposals of third parties. Advise on product development and contribute to quality assurance in the area of focus.

### Policy implementation

You will develop tools and procedures for the implementation of policy and provide information. Advise on the implementation aspects of policy intentions in the relevant policy area. Monitor and supervise the implementation of policy (plans and activities) and change processes and advises on adjustments thereof. Draft terms of references, financing requests, specifications, plans of approach, etc., assess offer, prepare award recommendations, conducts preparatory contract discussions, and manages contracts. Drafts regulations, implementing decrees, permits, subsidy awards and regulations. Conducts preliminary consultations with stakeholders about the implementation of policy, monitors the progress of policy implementation and prepares progress notes. Provides key data for budget control, budget and multi-year estimate. Evaluates bottlenecks in policy implementation, tests the effectiveness of policy measures and draws up proposals for policy adjustments.

### Advising on administrative-legal matters

You advise on administrative-legal matters and issues. Studies and analyzes the legal and political aspects of the problems that arise in the relevant policy areas, advises on them and engages others in complex issues. Prepares proposals in the field of administrative law and/or civil law (e.g. liability statements, construction projects, tenders, etc.). Participates in policy projects and monitors the legal quality of the policy. Handles internal objection procedures, contributes to the handling of appeal procedures, claims for damages, and conducts correspondence with third parties. Drafts regulations, subsidy schemes, agreements, statutes and covenants. Advises on relevant legislative changes and jurisprudence and contributes to the

drafting of legislation and regulations. Prepares invoices for other service components in areas such as government liability and civil liability. Organizes information meetings in the event of changes to legislation or jurisprudence. Consults with consultancies, lawyers, or others on legal matters

### Project development

You develop the project plan, indicate priorities, prepare the project planning and take care of the management and decision-making documents. Coordinates the mutual coordination of sub-projects and the deployment of project staff. Resolves implementation bottlenecks. Monitors quality, timeliness, budget, organization and information provision. Participates in projects. Assists with other activities within the department/service and the section, as directed by the management.

### Requirements:

- broad knowledge of the relevant policy areas of public service and of relevant related policy areas;
- specialist knowledge of current laws, in administrative, constitutional and civil law fields;
- insight into the functioning of public administration, the government organization and the associated decision-making circuits and sensitivities;
- skills in coordinating and drafting policy and advice memorandums, procedural documents, amendments to the law, requests, plans, etc.;
- skills in estimating the administrative relationships and the administrative/political and technical feasibility of advice or proposals

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

### Contact information:

For more information, please visit our website [www.sintmaartengov.org](http://www.sintmaartengov.org) or contact Ms. Linda Froston Department head of the Department of Labor of the Ministry of Public Health, Social Development and Labor at [Linda.Froston@sintmaartengov.org](mailto:Linda.Froston@sintmaartengov.org)

If you are a qualified candidate and interested in the position above, please send your application letter and resume to [careers@sintmaartengov.org](mailto:careers@sintmaartengov.org) and [Annan.Benjamin@sintmaartengov.org](mailto:Annan.Benjamin@sintmaartengov.org) no later than October 25, 2021. Do not forget to mention your name, the job title and the Ministry in the subject field of your email.