Government of Sint Maarten
The Ministry of Education, Culture, Youth, and Sport (ECYS)

The Department of Culture within the Ministry of Education, Culture, Youth and Sport, is looking for a dynamic, experienced and dedicated professional to fill in the following function:

Policy Officer

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 several projects and activities that promote, safeguard and develop the creative/cultural sectors within our community.

Tasks and Objectives:
• Monitor and analyze midterm and long term social and political developments and consider its implications for policy;
• Conduct and analyze qualitative and quantitative research on said developments and make research and policy proposals;
• Detect and evaluate bottlenecks in existing policies, formulate policy alternatives, and propose policy documents i.e. reports, strategic action plans, risk assessments, etc.;
• Identify and evaluate the different internal and external factors that affect relevant policy areas in the organization and ensure the overall coherence of the policy; whilst developing models, frameworks and tools for implementation, quality assurance and evaluation of policies;
• Propose (custom) legislation; design guidelines and systems in response to policy changes or adapt the same;
• Consult with relevant agencies and organizations within and outside of the organization and carry out policy objectives;
• Maintain a network of contacts, communicate regularly and lead multidisciplinary projects;
• Implement and evaluate relevant policies and advise on complex administrative matters;
• Advise stakeholders, the Department Head and the Minister of ECYS accordingly.

Requirements and Core Competencies:
• A relevant HBO/Bachelor’s and/or Master’s degree or an equivalent combination of education and work experience in a similar position;
• A good oral and written command of the English and Dutch languages;
• Knowledge of public policy and related legislation with solid comparative research/ analytical skills;
• Insight and a strong understanding of socio-economic issues, government procedures and political relations;
• Relevant project-management skills and ability to work well independently and as a member of a team;
• Ability to draft, coordinate and complete the preparation of advisory notes, subsidy requests, changes in legislation and policy proposals/plans;
• Proficient in Microsoft Office (Word, Excel, Outlook, etc.) and must be able to multitask;
• A background knowledge of culture, heritage management and public administration is preferred.

Salary:
Salary ranges between NAF. 4.365,- and NAF. 8.662,- depending on your relevant work experience and education.
Contact information
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.