



ST. MAARTEN
Ministry of Education, Culture, Youth & Sport

The Division Public Education is *looking for an enthusiastic, dynamic, experienced and skilled professional to fill the following function of:*

Policy Officer

Our Mission!

The mission of Public Education is to provide a safe and nurturing learning environment that will ensure quality character education. All students will be challenged to reach their full potential and will be empowered to become lifelong learners and productive members of our society.

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 Division Head and the Minister of ECYS accordingly.

Requirements and Core Competencies:

- A relevant HBO/Bachelor'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 legal affairs and public administration is preferred.



Compensation:

Salary range: minimum NAf 4,365 to maximum NAf 8,662.00 The salary is based on experience and qualifications, within the established salary range, in addition to a benefits package that includes vacation, pension and medical coverage.

****Candidates with direct tied to St. Maarten are preferred and urged to apply**

If interested kindly submit your application letter and resume to:

To: Acting Head, Division Public Education - Mr. Daison Marks

Daison.marks@sintmaartengov.org

Cc : Siegnara Pantophlet – Personnel Advisor

@siegnara.pantophlet@sintmaartengov.org

careers@sintmaartengov.org

The deadline to submit your application is May 27, 2022.

For additional information, please visit the website on

www.sintmaartengov.org/government/pages/employment.aspx or, you may contact the Department head of the Public Education at email address:

Daison.marks@sintmaartengov.org.