



**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.

**The candidate must have the following qualities and qualifications;**

- Minimum bachelor degree in the field of Education or equivalent work experience in test development and analysis; knowledge of educational legislation is a plus;
- Experience in policy writing and/or functioning in a policy role;
- A minimum of 3 – 5 years' experience with a government organization and/or a political environment;
- Presentation communication abilities;
- Strong analytical and critical thinking skills;
- Understand project management and the activities which comprise this area.
- Resourceful, dynamic and an initiative taker;
- Able to prioritize, organize and do thorough research;
- Strong written and verbal skills in the English and Dutch Language;
- Expertise in Microsoft Office software (knowledge of Government software programs a plus)
- Flexible and willing to work longer hours when needed.

**Tasks consist of the following, but are not limited to:**

**Main Tasks:**

- Research and prepare evaluation reports on foreign degrees;
- Prepare, co-ordinate various types of Examinations during all stages from developing to administering of such;
- Coordinate and assist with various types of online testing;
- Revision and coordination of multidisciplinary, broad and complex subject matters;
- Implementation and evaluation of the subject matters;
- Advice on complex and sensitive legal-administrative matters;
- Leadership of large or sensitive multi-disciplinary projects;
- Advising and assisting the ministry's management team in collaboration with the Division Head;
- Preparing advisory notes and policy proposals / requests / plans;
- Making and maintaining contacts with policy staff from other departments and other countries to achieve a broad perspective of the policy fields for advice, clarify positions or legal issues, to resolve and/or to reach agreements and support in various aspects or fields.



**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.

**Kindly submit your application letter and resume by Wednesday 27<sup>th</sup> of October:**

**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](mailto:careers@sintmaartengov.org)

**For additional information, please visit the website on**

[www.sintmaartengov.org/government/pages/employment.aspx](http://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](mailto:Daison.marks@sintmaartengov.org).