



## Ministry of General Affairs

### Department of Personnel & Organization (P&O)

The department is looking for an experienced 'Personnel Advisor'

**Core tasks/responsibilities include, but are not limited to the following:**

- Be the first point of contact for all Human Resources (HR) related queries;
- Provide proactive support and advice (across the full spectrum of employee relations and civil servant laws);
- Handle disciplinary matters and grievances, ensuring full compliance to policies/legislation;
- Advise on current policies, processes and procedures and prevailing legislation to ensure the civil servant corps is fully compliant;
- Assist managers in performance management where needed, and provide them with support and advice with respect to recruitment;
- Ensure all new employees are fully briefed on government policies and advise on holiday entitlement, absence processes, etc.

***Candidates with direct ties to St. Maarten are preferred.***

**Requirements for our preferred candidate:**

- Bachelor's Degree, with ample work experience in the HR field;
- Previous experience of working within a (similar) HR generalist role;
- Ability to work with employees and managers of all levels;
- Experience with working in a high pressure environment or ability to work in such an environment;
- Committed, driven and tenacious;
- Client oriented and organization focused;
- High attention to detail and a proactive attitude;
- Confident in ability, knowledge of HR practices, and ability to easily familiarize oneself with P&O legislation;
- Fluent in Dutch & English, both oral and written, with a strong emphasis on Dutch writing skills.

Being in the process of continuous development, our work environment is a dynamic one with high expectations at all times. Work experience in a (semi-) government entity is an advantage.

**Compensation**

Salary range: minimum NAF. 3.751,00 to maximum NAF. 7.627,00.

The salary is based on your relevant work experience and overall qualifications.

**Application period**

If you are the right candidate for this position, please submit your application letter and resume no later than **January 31<sup>st</sup>, 2023**, to:

The Ministry of General Affairs  
Attn: Marisha Richardson  
Department Head of P&O  
Soualiga Road 1, Pond Island  
Philipsburg, St. Maarten  
Email: [Marisha.Richardson@sintmaartengov.org](mailto:Marisha.Richardson@sintmaartengov.org)  
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For additional information, please contact the Head of Department via email address [Marisha.Richardson@sintmaartengov.org](mailto:Marisha.Richardson@sintmaartengov.org).