



Ministry of General Affairs

Department of Personnel & Organization (P&O)

The department is looking for an experienced 'Personnel Officer'

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

- Providing support and advice to ministries as related to specific HR topics;
- Recording and maintaining employee information, and monitoring the quality of the data in the personnel information system;
- Providing information to employees about aspects relating to the interpretation and execution of P&O regulations;
- Processing pension requests, medical examinations, SZV registrations, etc.;
- Reviewing requests for the application of policies and ensuring correct execution of the policies;
- Providing support to the Personnel Advisor and jointly carrying the responsibility for the proper planning and execution of HR matters of the ministry and/or departments assigned to both.

Requirements for our preferred candidate:

- Associates Degree in Human Resources, Legal support or Labor;
- Reliable, committed and eager to learn;
- Flexible and having a positive approach towards work;
- Ability to step-up to fill in for colleagues when required;
- Ability to work in a high pressure environment and with deadlines;
- Strong attention for detail and accuracy;
- Client oriented and organization focused;
- Driven and motivated towards development and self-growth;
- 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 added advantage.

Candidates with direct ties to St. Maarten are preferred.

Interested?

Kindly submit your application letter and resume 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
Careers@sintmaartengov.org

The deadline to submit your application is January 31st, 2023.