



Ministry of Public Housing, Spatial Planning, Environment and Infrastructure

The Department of Permits

Are you seeking a challenge in making an active contribution to the development of the Permits team? Do you like sharing your talents and expertise with your colleagues? Are you a hands-on person interested in developing yourself? Then we are looking for you!

The Ministry of Public Housing, Spatial Planning, Environment, and Infrastructure is seeking for the Department of Permits an enthusiastic, dynamic, experienced, and qualified professional to fill the following function:

Technical Administrator

Tasks of the function include but are not limited to:

- The intake, assigning and monitoring of the progress of permits submitted to the department;
- Making monthly, quarterly and year end financial overviews (including status reports, progress reports and statistical reports) and providing and requesting this information;
- Contributing to the preparation of the budget in consultation with the department head;
- Acting as the first point of contact for internal employees and external bodies regarding administrative or technical matters of the department;
- Processing the flow of documents via the registration system and monitoring progress;
- Assessing incoming correspondence on importance and urgency;
- Drafting and advising on external letters such as requests for information, meeting invitations and financial letters;
- Taking care of the administrative financial processing of permits;
- Administratively coordinating the daily activities of the evaluators within the department.
- Secretarial support

Requirements for our preferred candidate:

- Associate degree in business administration or a minimum of three (3) years' experience in a related field;
- Knowledge of management support methods;
- Knowledge of archiving and documentation techniques;
- Knowledge of the organization's internal administrative procedures, regulations, tasks, structure and methods;
- Knowledge of relevant legal procedures;
- Skilled in creating and maintaining the archive, making progress reports, overviews, and taking notes;
- Skilled in organizing and coordinating tasks;
- Proper command of the English language both verbal as in writing;



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Compensation

Salary range: minimum NAf. 2,478.00 to maximum NAf. 5,388,00.

Salary based on experience and qualifications, within the established salary range, plus a benefits package that includes, pension and medical coverage.

Application period

If you are the right candidate for this position, please submit your application letter and resume no later than **March 1st, 2024** to:

The Ministry of Public Housing, Spatial Planning, Environment and Infrastructure

Attn: Mr. Angelo Ash

Department Act head of Permits

Soualiga Road 1, Pond Island

Philipsburg, St. Maarten

Email : Angelo.ash@sintmaartengov.org

Cc : Careers@sintmaartengov.org

For additional information, please contact the Department head of Permits via email address:
Angelo.Ash@sintmaartengov.org