



Saba is a Caribbean Island, and is also the smallest special municipality (Public Entity) of the Netherlands. The island is characterized by its beautiful nature, the volcano Mount Scenery (which is the highest point within the Kingdom of the Netherlands at a height of 887 meters), a particularly beautiful underwater world and its inhabitants.

Saba became a special municipality within the Netherlands after the dissolution of the Netherlands Antilles on October 10th, 2010. Currently about 1900 inhabitants (including several hundred medical students) live on an area of 13 square kilometres on Saba.

This beautiful island is looking for a

Census All-round Worker

Work Environment

The Civil Affairs department is part of the Public Entity of Saba. The Civil Affairs department consists of three employees who are involved in population registration, civil status affairs, and various procedures regarding the application of travel and identity documents, driver's licenses, and extracts.

We are looking for someone who can work independently as well as in a team. If you enjoy providing excellent service to our residents in various aspects of civil affairs and conducting marriages, then you are the one we are looking for on this beautiful island of Saba.

Description of Main Tasks:

- Issuance of travel documents, ID cards, and driver's licenses;
- Providing extracts;
- Applications for and issuance of Certificates of Good Conduct (VOG);
- Processing immigration, emigration, and relocations;
- Activities related to civil status affairs (drawing up deeds and conducting marriages);
- Assessing source documents;
- Conducting genealogical research and drawing up family trees;
- Support in the organization of elections.

What you have to offer

- At least a completed MBO level 4 education, preferably supplemented with the Basic Civil Affairs Training (BOBZ).
- Minimum of 3 years of knowledge and experience in the field of Civil Affairs.
- Service orientation is in your genes. Whether it's towards residents or towards a direct colleague, it doesn't matter to you.
- You are accurate, customer-friendly, integer, patient, and understanding.
- Team player with good communication skills.
- Excellent command of the English and Dutch language, both written and spoken.
- Willingness to settle on the island. Working remotely is not an option.

What we offer you

- At the Public Entity Saba, you work at an organization in development that offers freedom, plenty of opportunities for development and growth and challenge to show your talents.
- We offer a 36-hour work week.
- The position is evaluated at our government salary scale 7 ranging from \$2,112 through \$3,228 depending on age, experience and education. Excluding 15.5% allowances per monthly salary, 8,33 % vacation allowance and a 13th month.
- Life on the beautiful and safe island of Saba.
- Also offered is a relocation packet for the ideal candidate traveling from abroad.

Apply

If you are interested in this position, we invite you to submit an application letter and Resumé no later than **April, 1st, 2024** via email: HRM@sabagov.nl. For more information about the position, please contact the Island Secretary and head of Census Bram Streppel via email: bram.streppel@sabagov.nl.