



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
Policy Advisor Culture & Education

The context

The Island Government of Saba is known for its stability and aim in maintaining good relations with the Netherlands while striving to achieve widespread and sustainable results in the various domains. Within the organization, people work together on the further development of the island. Our colleagues work on infrastructure (airport, harbor, water management), public works, planning, solid waste collection and processing, tourism, community development, health care, agriculture, HRM, ICT, finance, communication, civil affairs, legal advice, and various policy areas. In total, there are about 190 employees.

The Saba Island Government works on more self-reliance and economic development, with a focus on sustainability, accessibility, poverty eradication and improving the quality of life. In the recent period, the government has worked on projects such as the renovation of the airport,

separation of solid waste (recycling), facilitating of a healthy lifestyle, improvement of social facilities, training, and education of civil servants in, among other things, project management and policy writing.

The position

As policy advisor culture & education, you underline the importance of cultural and educational policy for everyone. You provide support in the development and safeguarding of cultural initiatives and build sustainable relationships between cultural stakeholders, education, and the community. To this end, you regularly visit and support local stakeholders, organize network meetings, attend meetings with ministries and external stakeholders.

You are a creative mind who likes to take the initiative and are able to work independently and in a team. You also think about how culture and education can be linked to other topics within the. By facilitating, connecting, and empowering all involved, you make education, culture, and heritage on Saba accessible to all residents.

Tasks

- Creation of policy or regulation for the Public Entity Saba, which facilitated further development of the organization.
- Budget responsibility for finding, using and reporting of funds within the portfolio.
- Be the central point of contact within PES on a specific topic.
- Represent Saba's interests on portfolio aspects.
- Advise on existing policies and laws, both locally and nationally.
- Work with consultants or external expertise on various projects/ policies.
- Creation of policy and regulation relating to Island Council Ordinances.
- Create and execute or facilitate the execution of action or project plans relating to new policy, regulations, ordinances etc.
- Take decisions when taking initiative and developing policy and advisory products.
- when translating internal and external signals to the field and when carrying out complex projects; establishing policies, laws and regulations and other guidelines that form the framework.
- Knowledge sharing within the team and organization.
- Contingency handling / back-up handling of one's portfolio area.
- Together with your colleagues, you are the central contact person for all stakeholders in culture. Here you also inform cultural stakeholders and schools about ongoing developments.
- You manage projects, oversee your own budgets, and contribute to department plans and (subsidy) reports. You connect with GIS on sharing information.
- You think from the point of view of the resident/child and support schools and stakeholders in developing their strategy, policy, and implementation in the field of culture & education.

What you offer

- You have a bachelor's degree (HBO) with a minimum of 3 years relevant work experience, preferably in culture, education, or you can supply proof of adequate work and thinking level.
- You easily make contact, identify risk situations, build relationships, and maintain trust. Qualities to stand in front of a group of people, to motivate and to provide information.

- You have an overview and insight of the Saban community, ongoing developments and in the interests and needs of stakeholders. You know how to use that knowledge to connect, align and empower the work field.
- You are aware of the current developments within culture and education both regionally and nationally.
- You are able to develop, supervise and/or carry out activities and events from start to finish.
- You have excellent communication and social skills, and you enjoy working together in a small team.
- You are able to assess the quality offered by providers from a cultural (educational) point of view.
- You have a pro-active and entrepreneurial work attitude, are focused on cooperation and co-creation.
- You are resistant to stress, able to initiate and strengthen collaborations (stakeholders) and have sufficient improvisation skills.
- You are skilled in writing policy, action plans, funding applications and reports.
- You know the relevant legislation, regulations and policy frameworks and are knowledgeable of the local, regional and European cultural environment.
- You speak and write English properly, preferably speak and write Dutch and Spanish.
- A certificate of good conduct (VOG) is required for employment.

What we offer

- Salary according to government salary scales and depending on skills and competences of the ideal candidate. This position is evaluated at scale 10, with a basic salary ranging from \$3,097 through \$4,419 based on a 36-hour workweek excluding 15.5% allowances, vacation allowance 8.33% and a 13th month.
- A challenging role in the future of public health on Saba
- 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, you are kindly invited to submit your application letter and CV no later than date September 15th, 2023, to hrm@sabagov.nl. For more information about the position please contact the department Head name Rosalyn Johnson-Hassell via email: rosalyn.johnson@sabagov.nl.