



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

Work Environment

The Policy and Project Bureau Saba is part of the Public Entity of Saba. The goal of our department is to work on more self-reliance and economic development, with a focus on sustainability, accessibility, poverty eradication and improving the quality of life. We are looking for a Policy Advisor who will play a crucial role in providing strategic guidance and expertise in the development, analysis, and implementation of policies within the organization which align with the organization's objectives and values. This position requires an understanding of political and policy landscapes, regulatory frameworks, and the ability to analyse information. A successful Policy Advisor is adept at navigating complex situations, collaborating with internal departments, government officials and external stakeholders, such as the ministries in the Netherlands.

While this position is for a general advisor, there will be an initial primary focus on economic affairs and strategic development of the island. Your role will involve analysing economic trends, conducting research, developing policy options, and providing strategic recommendations to enhance economic growth and development. You will work closely with government officials, stakeholders, and experts to assess the impact of various policies on the economy, identify areas for improvement and formulate actionable strategies to address challenges and capitalize on opportunities.

Description of main duties

- Creation of an economic development vision and strategy
- Creation of new policy, regulation, or frameworks for the Public Entity Saba, which facilitate further development of the organization.
- Budget responsibility for finding, using and reporting, both internally or externally, of funds within the policy areas.
- Represent Saba's interests on various policy aspects.
- Advise on existing policies and laws, both locally and nationally.
- Work with consultants or external expertise on various projects/policies.
- Be the main contact point for the Saba Business Association and Chamber of Commerce
- 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 initiative when taking decisions and developing policy and advisory products.
- Knowledge sharing within the team and organization.
- Contingency handling / back-up handling of one's portfolio area.
- Together with your colleagues, be the central contact for stakeholders related to your specific policy and project topics.
- Manage projects, oversee your own budgets, contribute to department plans and (subsidy) reports.
- Connect with the Communications & Public Relations team on sharing information to the public.

What you offer

- You have a bachelor's degree (HBO) with a minimum of 3 years relevant work experience, preferably in public administration, public policy, political science or economics, or you can supply proof of adequate work and thinking level.
- You have experience in policy development, analysis, or advocacy, and the field of economic affairs and development.
- You have a strong understanding of government processes, regulatory frameworks, and possibly legislative procedures.
- You have excellent analytical, research, and communication skills.
- You can work collaboratively in a fast-paced environment, manage multiple priorities and contribute to a team dynamic, but can also work independently lead on the coordination of policy or programs.
- You have strong interpersonal skills and the ability to build relationships with diverse stakeholders.
- You are able to easily gain insight into a community's needs, into ongoing developments within the Netherlands and into the interests and needs of stakeholders. You know how to use that knowledge to connect, align and create policy or manage projects.
- You can develop, supervise and/or carry out activities, projects and events from start to finish.

- You have a pro-active and entrepreneurial work attitude, focused on cooperation and co-creation.
- You are resistant to stress, able to initiate and strengthen collaborations (with stakeholders) and have sufficient improvisation skills.
- You are skilled in writing policy, action plans, funding applications and reports.
- You speak and write English properly, and preferably can also speak and write Dutch.
- A certificate of good conduct (VOG) is required for employment.

We offer

- At the Public Entity Saba, you work at an organization in development that offers freedom and challenge to show your talents.
- Ample opportunity to develop and grow in policy making and project management.
- We offer a 36-hour work week.
- The position is evaluated at our government salary scale 11 ranging from \$3.550 through \$4.988 based on a 36-hour workweek 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 Friday, 5th April 2024, via email: HRM@sabagov.nl. For more information about the position, please contact the current department Head Nicole Johnson email address nicole.johnson@sabagov.nl.