



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

## **Head of Policy & Project Bureau**

### Work environment

The Island Government of Saba is known for its stability. This consists of a good relationship with ministries in The Hague to ensure that results are achieved in various areas. In the organization employees work together towards continuous development of the island in the interest of the community. Our colleagues work in different departments; airport, harbour, water management, public works, planning, waste management and recycling, tourism, day care, community development, public health, agriculture, HRM, ICT, finance, communications, census, legal and safety, and other various policy and project areas. In total there are 194 employees.

The Island Government of Saba is working towards more self-sufficient and economic development, with a focus on sustainability, accessibility, poverty alleviation, and improving the quality of life on the island. Together with the stakeholders we work on topics such as a healthy lifestyle, poverty alleviation,

improvement of recycling, a new harbour, a new day care and afterschool care buildings, marketing of eco-tourism, nature development, stimulating agriculture, expansion and renovation of the administration building, implement culture policy, digitalization, training and education of civil servants and ongoing professionalization, development of the organization.

### Position and Profile

The Policy and Project Bureau consists of policy advisors, project managers and coordinators. The bureau is quite young. There is a large focus on enhancing the bureau with both resources and competence in the upcoming years. The bureau covers policies and projects within different topics in the domains of nature, agriculture and environment, infrastructure, connectivity, and economic development. The communications department is also part of the bureau and is being established to cover all aspects of communications for the Public Entity.

We are looking for a result oriented, inspiring head, someone with an inclusive management style and who loves initiating, executing and completing new projects.

Some important assignments for this new head are:

- Continue the process of building up a flexible and competence strong team;
- Focus on starting, executing and completing projects mentioned in The Saba Package, a multi annual agreement between Saba government and the Ministries in The Hague;
- Support, guide, and coach their colleagues;
- Work project oriented and implement project management tools throughout the organization;
- Build further on our internal and external internal communication;
- Play a role in organizational development in general.

### Job requirements

We are looking for an experienced head that is inspiring, a connector/networker with personnel management skills as well as strong project management skills

- You have a completed Bachelor/Masters education;
- You are experienced in working for Dutch governmental organizations such as municipalities and ministries;
- Experience in policy writing and subsidy request handling;
- Strong personnel management skills in an international, multicultural environment;
- You are a positive and inspiring person who has an inclusive management style;
- You are a team player with experience in coaching and facilitating people;
- You have a getting things done mentality who works in a solution and result-oriented way;
- You are culture, organizational and government environment sensitive and you are comfortable with advising the executive council and speaking in public;
- You are very experienced in project management and communication, steering these topics are in good hands by you;
- You can clearly relay your message in English both in writing and verbally. Saba is English-speaking.

### Commitment

You are prepared to commit to our organization for an extended period of time and you are willing to establish yourself on the island.

### We offer

- Salary according to government salary scales and depending on skills and competences of the ideal candidate. This position is evaluated at scale 12, with a basic salary ranging from \$4.075 through \$5.589 based on a 36-hour workweek excluding 15.5% allowances, vacation allowance 8,33% and a 13<sup>th</sup> month.
- Generous secondary benefits.
- 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 September 15<sup>th</sup>, 2023, to [hrm@sabagov.nl](mailto:hrm@sabagov.nl). For more information about the position please contact the department Head Veronica Janzon via email: [veronica.janzon@sabagov.nl](mailto:veronica.janzon@sabagov.nl).