



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 department Wastemanagement & Recycling

Work Environment

The Public Entity Saba is looking for a head of department who will be over waste management, recycling, garbage collection and street cleaning. In general, you will be responsible for the cleanliness of the island and it's infrastructure. This includes structural upgrades of the waste management system on Saba, via strategic management, technical improvements and personnel training and guidance. To do well in this role, a candidate should have strong management experience. Having previous experience in waste management on a strategic and technical level is a plus. The candidate must be flexible with a variation of tasks and be goal oriented. You report to the Island Secretary and the relevant Commissioner.

The head of department leads a department of around 30 FTEs on the basis of integral management. The department's fleet has a size of 13 Vehicles. The head of department is responsible for the entire operations and budgets of the department and is accountable to the Island Secretary for the results achieved. In concrete terms, this implies that the head of department is responsible for formulating the strategic direction of the department, the creation of the department plan, the claiming and justification of the necessary resources (money, time, people, resources) and the preparation of the periodic accountability reports on progress, resources and results achieved. The head of department also determines the policy and business operations and leads the department in being a department with a strong structure and identity.

Description of main duties

- Hierarchical leadership of a team of around 30 FTE: plans and manages the activities of staff; prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance.
- Responsible for the operational management and delegated budgets: claiming and justifying the necessary resources (money, time, people, materials and equipment) and preparing the periodic accountability reports on progress, deployment of resources and results achieved. In all this, the head of department is supported by the administrative assistant of the department.
- Produce statistics on waste streams coming in and being exported from the processing facility;
- Planning, overseeing and coordinating the loading and shipping of containers;
- Overseeing contractors when professional repairs are necessary;
- Organizing repairs on machines, equipment, or structures as necessary;
- Conducting routine inspections of premises, equipment and operational procedures with regards to waste collection and processing;
- Conducting routine inspections on hygienic working conditions;
- Advise on and ordering new equipment and spare parts; creating a supply stock when possible.
- Inspecting the island infrastructure and public places to ensure that these locations are properly maintained and cleaned.
- Developing plans for further enhancement of waste management;
- Developing action/work plans and safety procedures for waste collection and processing;
- Setting up a network for long term efficient disposal of recyclables and other waste off the island;
- Facilitates employees in the development of their craftsmanship by encouraging them to continuously learn and improve.
- Responsible for regulating, complying with and monitoring working conditions and relevant laws and regulations.

What you offer

- Bachelors or Masters Degree in Environmental Science, Business Administration, Planning or related field;
- Experience in the field and the innovative aspects of waste flows (minimum of 3 years);
- Experience in a management position or supervisory experience (minimum of 3 years);

- Strong advisory, management and leadership skills; ability to communicate with, explain ideas to and motivate others;
- A team player focused on establishing connections and strengthening the department; ability to oversee and manage processes and people;
- Strong planning and organizational skills: skilled in budget planning, management and logistics for shipping;
- Organizational and social sensitivity; navigating within government and work closely with external organizations and stakeholders;
- Analytical and strong decision-making skills
- Willing to be hands on if necessary
- Ability to communicate well both verbally and in writing in English;
- Knowledge of the Dutch language is a plus;
- Affinity with the Dutch Caribbean and understanding of the local situation and culture
- Experienced in managing people and extensive hands-on people management is needed.

We offer

- At the Public Entity Saba, you work at an organization in development that offers freedom and challenge to show your talents.
- We offer a 36-hour work week.
- The position is evaluated at our government salary scale 11 ranging from \$ 3.550 - \$ 4.315 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
- The current interim manager of the department will be available to guide and coach the new department head in his/her role.

Apply

If you are interested in this position, we invite you to submit an application letter and Resumé no later than Friday September 15th, 2023, via email: hrm@sabagov.nl. For more information about the position, please contact the department Interim Head Cornelis Heemskerk, via e-mail cornelis.heemskerk@sabagov.nl.