



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 Project bureau Saba**

### Work environment

The Island Government of Saba is known for its stability and a good relationship with ministries in The Hague to ensure achieved results in various areas. In the organization, employees work together towards continuous development of the island in the community's interest. Our colleagues work in different departments; airport, harbor, water management, public works, planning, waste management, and recycling, tourism, daycare, community development, public health, agriculture, HRM, ICT, finance, communications, census, legal and safety, and other various policy and project areas. In total, there are 185 employees.

The Island Government of Saba is working towards more self-sufficient and economic development, focusing 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

Saba government creates a new department: The Project bureau Saba. Our construction projects don't fall under this bureau. They are organized in a different way. Presently different project managers and policy officers work on different topics in the domains of nature, agriculture and environment, culture, sustainability and recycling, infrastructure and water management, economy and we have colleagues working at government information service and communication. We will bring these colleagues together in this new Project bureau Saba and we are looking for a supporting, inspiring head who builds this new bureau with them. Someone with an inclusive management style and who loves initiating and executing new (non-construction) projects. Some important assignments for this new head of Project bureau Saba are:

- Focus on starting and executing projects mentioned in The Saba Package, a multi annual agreement between Saba government and the Ministries in The Hague;
- Support and coach the colleagues that are part of the Project bureau team;
- Implement project management tools throughout the organization;
- Build further on our internal and external internal communication and take new steps;
- Play a role in organizational development in general.

*Are you an empowering, hands-on, person who enjoys creating a new team with young professionals? Are you experienced in project management, communication and do enjoy getting things done?*

### Job requirements

We are looking for an experienced head of the new Project bureau Saba. An inspiring person, a connector with project management skills who enjoys building a new team.

- You have a completed, relevant education at Academic level;
- 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 experienced in working with or for governmental organizations such as municipalities and ministries;
- You are culture, organizational and government environment sensitive and you are comfortable with advising the executive council;
- You are 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

- A competitive salary in scale 11 (minimum \$ 3389 maximum \$ 4761) depending on experience, skills and competences
- A 36-hour working week and a two years employment contract with the possibility of extension.
- 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

We look forward to receiving your letter of interest and resume (both in English) before or on August 22<sup>nd</sup> 2022, addressed to the head of HRM, Ms. Brenda Tjipjes, at: [personnelaffairs@sabagov.nl](mailto:personnelaffairs@sabagov.nl). Should you have any questions, these can also be sent the email address listed.