



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
Saba Package Program Manager

Work Environment

As the Program Manager for the Saba Package, you will play a crucial role in overseeing and providing support for the various project managers executing the projects outlined within the Saba Package, to ensure they align with the defined planning and the overall strategic goals of the organization. This position requires coordinating and supporting cross-functional teams, ensuring that all projects within the program are delivered on time, within scope, and within budget, supervised by the Department Head of the Policy & Project Bureau. Within this role, the program manager will take the lead on lobbying and securing additional funding necessary to fully execute the goals of the package. This role also requires strong leadership, project management, analytical, and communication skills.

Description of main duties

- Program Planning: Develop and maintain a detailed program plan, outlining the scope, objectives, timelines, and resource requirements. Align program goals with the organization's objectives.
- Lead and motivate cross-functional project teams, ensuring collaboration and effective communication.
- Set up a steering committee to provide oversight, guidance, and when necessary, have decision-making authority for the program.
- Risk Management: Identify potential risks and develop mitigation strategies, in collaboration with project managers.
- Stakeholder Communication: Maintain regular communication with stakeholders, colleagues, the Executive Council and the ministries in the Netherlands, providing updates on program progress and addressing concerns.
- Collaborate with the Communications and Public Relations team on sharing information to the public.
- Share knowledge within the team and organization, providing hands-on coaching or guidance when needed.
- Contingency handling / back-up handling of one's portfolio area.
- Together with your colleagues, you are a central contact person for stakeholders related to your specific policy and project topics.
- Management of own projects, budgets, and contribute to department plans and (subsidy) reports.

What you offer

- You have a bachelor's degree (HBO) with a minimum of 3 years relevant work experience, preferably in project management or business administration or you can supply proof of adequate work and thinking level.
- You have proven experience as a Program Manager or in a similar leadership role.
- You have excellent communication skills and can articulate complex concepts to both technical and non-technical stakeholders.
- You can work collaboratively in a fast-paced environment and manage multiple priorities.
- You have experience working within a political sphere or similar environment.
- You have strong interpersonal skills and the ability to build relationships with diverse stakeholders.
- 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 speak and write English fluently, 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 program and project management
- We offer a 36-hour work week.
- 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 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, you are kindly invited to submit your application letter and CV no later than Friday, May 10th 2024, to HRM@sabagov.nl. For more information about the position please contact the department Head Nicole Johnson via email: nicole.johnson@sabagov.nl.