



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

Change Manager Census

Work Environment

The Census Department is part of the Public Entity of Saba and is responsible for the Population Registry (PIVA), the registers of civil status, and organizing elections. In addition, the employees (3 full-time) also deal with various procedures relating to applications for travel and documents, such as I.D. cards and driver's license, as well as various extracts.

Due to personnel changes and the (digital) developments facing Census, there is a desire to temporarily appoint a change manager for Census on top of the existing permanent staff, who can guide the team towards a future-proof department with a clear focus on the residents of Saba, and who can also shape all digital projects.

If you have extensive knowledge and experience in managing civil affairs teams and initiating and implementing digital developments, you might be the Change Manager Census the beautiful island of Saba is looking for.

The projects include:

- Development of Census service provision to residents.
- Optimizing Census work processes.
- Introduction of Citizen Service Number (BSN).
- Optimizing use of civil affairs application.
- Implementation of adjustments to or creation of new legislation.
- Contributing to the introduction of the basic administration of addresses and buildings (BAG).
- Changes to internal payment processes for various products.
- Digitization of civil status.
- Expanding/recruiting new Extraordinary Civil Affairs Officers (BABSEN).

Description of Main Tasks:

- Coordinating cross-departmental policy formation.
- Translating strategic policies into departmental policy areas.
- Reviewing content, products and policy proposals.
- Coaching, guiding, and supporting employees in the execution of their duties.
- Leading or participating in complex integrated projects and meetings.
- Stimulating innovation, professional resilience, and the further development of the civil affairs department.

What you have to offer

- Preferably a minimum of a completed HBO/WO education, with a focus on Civil Affairs.
- Knowledge of BES legislation is an advantage.
- Experience in a role as a change manager and in the field of Civil Affairs.
- Experience working in a political context.
- Broad knowledge of legislation and regulations in the field of Civil Affairs.
- A good networker, strategic, and aware of the environment.
- You can express yourself easily in English and preferably also in Dutch.

You are willing to settle on Saba as remote work is not possible.

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What we offer you

- At the Public Entity Saba, you work at an organization-in-development that offers freedom, plenty of opportunities for growth, development, and challenges 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 through \$ 4.988 depending on age, experience, and education, and excluding 15.5% allowances per monthly salary, 8,33 % vacation allowance and a 13th month.
- The salary is paid in American dollars, the official currency in the Caribbean Netherlands. The Caribbean Netherlands has its own tax regulations. Income exceeding the basic allowance (in Dutch: belastingvrije som; \$20,424 in 2024) will be subject to a rate of 30.4% in loonheffing (payroll taxes).
- A temporary employment contract/assignment for 1 year with a possible extension for another year. External contractors can also apply for this temporary position.
- 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 May, 1st, 2024 via email: HRM@sabagov.nl. For more information about the position, please contact the Island Secretary and head of Census Bram Streppel via email: bram.streppel@sabagov.nl.