



**SINT EUSTATIUS  
CARIBISCH NEDERLAND**

*The Registrar's office of the Island Council invites applications from suitably qualified candidates for the following position:*

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**Vacancy  
Administrative Clerk to the Registrar**

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The administrative clerk to the registrar ensures the proper and efficient course of the process of administrative decision-making. This officer provides administrative and secretarial support to the registrar, island council, presidium and Court of Audit by helping to organise and finalise council meetings.

***Duties/Responsibilities:***

- Providing administrative support;
- Managing the registrars mailbox, publishing council documents, etc;
- Maintaining the registry's communication channels, such as website, intranet and social media platforms;
- Managing and producing weekly newsletters;
- Facilitating and improving work processes;
- Ensuring the provision of information to the island council;
- Organising and facilitating council activities;
- Providing administrative tasks in relation to the agendas of the island council, council committees and the presidium;
- Ensuring all arrangements are in place for island council and central committee meetings;
- Drafting minutes of island council and central committee meetings

***Required skills/abilities:***

- Knowledge of secretarial and financial/legal administrative and management support activities;
- Proficiency in taking minutes of meetings and handling word processing applications;
- Skilled in creating and maintaining archives, and in producing progress reports, overviews, reports and notes;
- Proficiency in Microsoft 365 and SharePoint software;
- Good verbal and written skills in Dutch and English.
- Proficiency in processing financial data

***Specific Requirements:***

- MEAO/MBO Level 4 Administration/Legal
- At least three (3) years of experience in a similar position



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### **Terms of employment**

The position is temporary for a trial period of one year, with the prospect of permanent appointment.

The salary scaling is equivalent to scale 7 on the salary scale, with a minimum of 2,423.02 and a maximum of \$ 3,401.49 gross monthly, based on a 36-hour work week. This is in accordance with the salary table of the Statia Government dated 12 March 2024. Salary scaling is based on qualification and experience. In addition, this employee will receive a holiday allowance of 8.33% an end-of-year bonus of 8.33% of the annual income.

The successful candidate must provide a certificate of good conduct (VOG) and undergo medical evaluation.

For additional information on the primary and secondary terms of employment, see [www.statiagovernment.com](http://www.statiagovernment.com), go to the tab, 'job vacancies', then click on 'working in Statia'.

### **Are you interested in applying for the position of administrative clerk to the registrar?**

Please apply in writing no later than **26** May 2024, to:.

The island Council of the Government of St Eustatius  
Registrar's Office  
Attn: Mrs M Robins - Spanner  
Email: [registrar@statiagov.com](mailto:registrar@statiagov.com) and cc [vacancies@statiagov.com](mailto:vacancies@statiagov.com)

More information:

For more information on this position, please contact Mrs M Robins - Spanner, Registrar, at Tel: +599 318 3395 or e-mail: [registrar@statiagov.com](mailto:registrar@statiagov.com).

For information concerning the recruitment and selection process, please contact the department of personnel and organisation at [vacancies@statiagov.com](mailto:vacancies@statiagov.com) or tel. +599 318 2931.



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