



**SINT EUSTATIUS
CARIBISCH NEDERLAND**

The Executive Council of the Stuvia Government invites applications from suitably qualified candidates for the following position:

Vacancy
Administrative Employee A, Office of Administrative Support

The administrative assistant at the office of administrative support is the first contact point for all departments and units, and receives incoming documents related to the executive council and the organisation. This officer provides secretarial and administrative support to the island secretary and the executive council. The administrative assistant is an administrative jack-of-all-trades, ensuring that processes are followed correctly and efficiently; and is mainly responsible for the registration, processing and correct archiving of all incoming and outgoing documents, as well as assisting with the retrieving requested documents from the archive.

Duties/Responsibilities:

- Keeping track of the registration of administrative documents and identifying necessary adjustments;
- Organising and facilitating the registration of incoming and outgoing documents;
- Handling requests from the organisation for documentation from the archives;
- Performing administrative tasks, which include maintaining records, filing documents both digital and paper-based, receiving visitors, responding to e-mails and answering telephone calls, etc;
- Facilitating and improving work processes;
- Providing information to the executive council;
- Assisting with the drawing up of draft agendas, including those of the island secretary and the head of the office of administrative support.

Required Skills and Abilities:

- Proficient in Microsoft Word, Excel and Outlook;
- Good oral and written skills in Dutch and English;
- Must demonstrate integrity and confidentiality.

Specific Requirements:

- An MBO Level 4 diploma preferably in administration, or a comparable field;
- At least three (3) years' experience in an administrative position;



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- Experience in creating and maintaining archives, progress reports, overviews and notes;
- Knowledge of secretarial, administrative and management support activities;
- Knowledge of the internal administrative procedures, regulations, tasks, structure and working methods of the Statia Government

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 and a maximum of \$3,401 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% and 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 a medical for inclusion in the pension fund. An assessment and reference check may be part of the selection process.

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

Are you interested in applying for the dynamic position of administrative employee, office of administrative support?

Please apply in writing no later than Friday **24 May 2024**, to:.

The Executive Council of the Government of St Eustatius
Attn: Ms Francisca Gibbs
Unit Manager, Internal Services
Email: vacancies@statiagov.com

More information:

For more information on this position, please contact Ms Marion Schroen, interim head of the office of administrative support at: marion.schroen@statiagov.com or tel. +599 318-2604.

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



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