



**SINT EUSTATIUS  
CARIBISCH NEDERLAND**

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

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**Vacancy  
Licensing Employee**

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The licensing employee handles and assesses applications for building and environmental permits to ensure that they comply with the relevant laws and regulations, including the spatial development plan, the building decree, the BES code and the law on public housing, urban planning and environmental management. This officer is the point of contact for applicants and all parties involved, and contributes to the improvement of the government's services.

The licensing employee is assigned to the licensing, supervision and enforcement unit, a unit of the directorate of economy, nature and infrastructure, which works on economic development, the improvement of infrastructure and the maintenance of public space.

***Duties/Responsibilities:***

- Assessing and reviewing the content and information related to the licensing request;
- Advising and coordinating with applicants;
- Preparing the documents relating to the granting of permits, ensuring the conditions are met;
- Recording changes to applications and notifying the relevant people;
- Conducting assessment of building permit applications to ensure they comply with applicable laws and regulations, such as the zoning plan, safety regulations and the building decree.
- Ensuring the smooth running of the permit application and approval processes, including the administrative process;
- Monitoring the progress of permit processes within the legal deadlines.

***Specific Requirements:***

- An MBO in architecture, spatial planning, and/or construction
- A minimum of three years' work experience in construction or structural engineering
- Knowledge of the procedures and legislation related to building permits and the construction of buildings
- Excellent communication and problem-solving skills



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- Extensive experience with the environment and planning act would be an asset

### **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 8 on the salary scale, with a minimum of \$2,568.74 and a maximum of \$3,593.74 gross monthly, based on a 36-hour work week. This is in accordance with the salary table of the Statia Government dated 1 January 2023. Salary scaling is based on qualification and experience. In addition, this employee will receive a holiday allowance of 8.33 per cent and an end-of-year bonus of 8.33 per cent 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.

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 licensing employee?**

Please apply in writing no later than **1 July 2024**, to:

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

### **More information:**

For details of the position, please contact Yavonro Maynard, unit manager, licensing, supervision and enforcement Government of St Eustatius at Tel: +599 318 0051, or e-mail: [yavonro.maynard@statiagov.com](mailto:yavonro.maynard@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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