



SINT EUSTATIUS CARIBISCH NEDERLAND

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

Position: 1 Fulltime – Public Relations and Protocol Employee

Vacancy number: 02/2024

Location: Sint Eustatius, Caribbean Netherlands

Duration: *Temporary position to substitute absent staff.*

Do you have a passion for communicating publicly, creating content, providing valuable information via different platforms and a strong sense of creativity? Then the function of Public Relations and Protocol Employee is the perfect job opportunity for you!

As a Public Relations and Protocol Employee you form part of the Communication team. You will be in close contact with the public. You draft information material and publications, give recommendations on the information methods to be used and actively promote and maintain formal and informal contacts with representatives of the media.

Your main responsibilities

- Represent the Public Entity Sint Eustatius at - and participate in open days, presentations and information sessions;
- Draw up public relations materials and publications (including the design) and incorporate commentary on the style and content thereof;
- Make proposals for the layout of information material and, if necessary, adapt existing information material and publications;
- Handles requests for information from the media and stakeholders, requests further information within the organization and answer questions asked (if possible).
- Contribute to publications on the intranet and internet;
- Actively disseminates information and maintains formal and informal contacts with media representatives;
- Takes care of internal publications and internal and external public relations events;
- Identifies specific wishes, needs and intentions with the political and official top;
- Arrange accommodation, transport, processions, welcoming committees and receptions for delegations;
- Accompany delegations on arrival and ensure that everything is arranged and runs smoothly.
- Draw up a program or script for lunches, dinners, press conferences and other events and readjust these as necessary.



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Job requirements

- MBO level 4 diploma in Communication, Public Relations or a similar field;
- At least 3 years' work experience in a similar position;
- Knowledge and skills of (new) public relations methods - and designs;
- General technical knowledge of public relations material and the skill in compiling it;
- Ability to present yourself to the outside world, both in writing and orally; in English and Dutch;

Competencies:

- Strong communicative skills
- Works well in a team and has networking skills
- Creativity

Terms of employment

The position is temporary to replace absent staff. The salary scaling is equivalent to scale 7 on the salary scale, with a minimum of \$2,423.02 to 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% 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 medical evaluation.

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 position of Public Relations and Protocol Employee?

Please apply in writing no later than 9 August 2024, to:

The Executive Council of the Government of Sint Eustatius
Attn: Ms. Francisca Gibbs
Unit Manager Internal Services



**SINT EUSTATIUS
CARIBISCH NEDERLAND**

Email: vacancies@statiagov.com

For further details about the role, please contact Head of the Administrative Support Office, Ms. Marion Schroen at Tel: +599 318 2361, or e-mail: marion.schroen@statiagov.com

For information concerning the recruitment and selection process, please contact the department of Personnel and Organization at vacancies@statiagov.com