

# National Recovery Program Bureau

## Vacancy

### **Individual Consultant** **Human Resources Officer**

#### **1. Background**

Following the devastation caused by hurricanes Irma and Maria, the Government of Sint Maarten prepared a consolidated National Recovery and Resilience Plan (NRRP) that prioritizes immediate, short-, medium- and long-term needs for the recovery, reconstruction and resilience of Sint Maarten. This Plan includes estimates of the financial requirements, costs and investments that are necessary to build Sint Maarten back better.

Since January 2018, the World Bank has been assisting the Government of Sint Maarten in the establishment and implementation of a recovery and reconstruction program to implement the NRRP. A significant component of this program is financed through a Trust Fund financed by the Netherlands, managed by the World Bank and implemented by Sint Maarten.

#### **2. National Recovery Program Bureau**

In parallel to the establishment of the Trust Fund and the execution of the NRRP, the Government of Sint Maarten developed an institutional structure for the implementation of Trust Fund financed projects. This structure is materialized in the National Recovery Program Bureau (NRPB) and serves as the Project Implementation Unit (PIU) for Trust Fund projects for which the Government of Sint Maarten enters into a Grant Agreement. As such, the NRPB represents the Government of Sint Maarten vis-a-vis the World Bank in the implementation of Trust Fund financed projects.

Most NRPB activities relate to projects or preparations thereof, approved by the Trust Fund Steering Committee, which consists of representatives from Sint Maarten, The Netherlands and the World Bank.

In its capacity as PIU, NRPB works closely together with the line Ministries in the preparation, coordination, execution and evaluation of the Trust Fund projects. In addition, the NRPB will be responsible for all reporting and fiduciary responsibilities towards the World Bank.

#### **3. Role of the Human Resources Officer**

The primary tasks of the Human Resources Officer (HRO) are to inform, advise, support, execute and guide the Director and the Management Team in all HR policy and HR operational matters of the NRPB.

The HRO will be responsible to provide support to the NRPB with human resource management and hiring processes. The HRO will work closely with the Management Team and the Financial Management Department of the NRPB.

### **Key Duties and Responsibilities**

Under the supervision of the Director of the NRPB, the HRO is expected to perform the following tasks:

#### **Human Resources management**

- Develop and maintain a Human Resources Management (HRM) system.
- Develop, review and/or update human resource and administrative policies and procedures and ensure they are effective, efficient, fair and transparent, and promote equal opportunities.
- Develop, review and or update human resource policies and procedures for recruitment and management of national and international staff (terms & conditions of employment, grades, steps & positions, salary structure, benefits, disciplinary procedures, termination). Ensure compliance with local labor laws.
- Ensure a complete orientation package is in place and that all staff are oriented on time.
- Managing the personnel information system of the NRPB in cooperation with the Financial Management Department.
- Advising the Management Team on setting targets for the employees of the NRPB.
- Monitor and report on all HR relevant data.

#### **Recruitment, Selection and staffing**

- Prepare and review job descriptions and vacancy announcements of the NRPB.
- Advice and assist on proper publication of job openings.
- Assist in shortlisting applicants, evaluation reports and ensure timely recruitment of new positions including scheduling of contract extensions, new contracts, and necessary terminations.
- Prepare regular recruitment tracking reports.
- Ensure pertinent organigrams, contact lists, and information flow lines are constantly updated and widely shared.
- Mapping competencies per job and maintain competency profiles as a tool for recruitment and selection, training courses, etc.
- Monitoring employee assessments
- Establish and maintain the exit process

#### **Administration**

- Organize as necessary Visa applications/immigration clearance procedures for international staff
- Coordinate travel of incoming international staff (itinerary, ticketing) when needed
- Establish and maintain personnel files
- Ensure all emergency data forms are filled and safely filled
- Coordination of performance and talent management

- Making and sending HR correspondence and communication (inflow, flow and outflow of staff)

#### **Staff development, wellbeing, etc.**

- Coaching and guiding employees in their careers and progress, assess training and development needs of staff and assist in providing appropriate orientation, training, supervision and support as required.
- Ensure all staff, international and national, always have adequate access to HR/Administrative policies and procedures.
- Monitor and uphold staff conduct and discipline and organize regular performance evaluations of all staff. Ensure that exit interviews/ debriefs are prepared at the end of service.

#### **Financial Management**

- Assist the Financial Management Officer in the establishment of a payroll structure and payment procedures for national and international staff.
- Ensure operational plans and budgets include a plan for human resources and reflect NRPB responsibilities for staff management, training, support, security and well-being.

#### **Safety and security**

- Ensure all personnel have received a briefing on country or regional security threats, medical and emergency evacuation procedures.
- Ensure that security measures are practiced and enforced to maintain as possible a safe and secure working/ living environment for NRPB staff.
- Ensure that staff know how to identify health risks in the region, how to protect against illness, injury and stress, and how to obtain support or medical treatment.
- Maintain records of work-related injuries, accidents, security incidents and fatalities.
- Ensure all staff understand individual and collective responsibilities for safety and security.

#### **4. Contract arrangements**

The contract duration will be for a period of 12 months and is renewable on an annual basis. The successful candidate is expected to work full time within Philipsburg, Sint Maarten except where situations demand travel outside the project area.

The success of the Human Resources Officer will be assessed by the Director of the NRPB, based on set deliverables.

Remuneration for this function will be in accordance with the remuneration policy for civil servants on Sint Maarten. Scaling is done according to education and relevant experience.

#### **5. Qualification requirements**

### Minimum Requirements

- Advanced degree in Human Resources Management, Public Administration, or other relevant subjects from a recognized and reputable institution.
- Minimum of five years' experience in Human Resources in a management and/or advisory capacity working with senior management teams.
- Experience in working on HR in Sint Maarten
- Proven experience of public service monitoring and evaluation experience.
- Experience in conducting personnel assessments, capacity needs assessments, training activities and capacity building.
- Strong interpersonal and communications skills.

### Preferred Experience

- Advanced competencies in: establishing HR systems, HR recruitment strategies, capability development and workforce planning, writing job descriptions and contract management, preparing framework programs and policies.
- Proven knowledge of the labor laws of Sint Maarten.
- Experience in providing advice to senior-level government stakeholders.
- Knowledge of St Maarten immigration laws and policies is an advantage.

### General Competencies

- Advanced degree (Master's Degree, MBA or equivalent) in Human Resources, Management, Public Administration, or other relevant subjects from a recognized and reputable institution.
- Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff
- Demonstrated skills in human resources management.
- A sound knowledge of human resources best practices.
- Well-developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of the NRPB. This includes effective negotiation and representation skills.
- A good knowledge of contract employment.
- Experience and skills in recruitment processes.
- Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner.
- Strong interpersonal skills.
- Multiple language skills are desirable

Interested consultants can send their CV in English by email ONLY to the email address stated below. Applicants should ensure that their CV is received before **February 28, 2020, 12h00 AST**. The NRPB reserves the right to accept or decline any CVs coming in after this date.

In the subject line, clearly state the position you are applying for.

**National Recovery Program Bureau**  
[jobopportunity@nrpbsxm.org](mailto:jobopportunity@nrpbsxm.org)

The CV should clearly show the relevant experience and competences outlined in the terms of reference above.