
Government of Sint Maarten
National Recovery Program Bureau
TERMS OF REFERENCE
FOR
Project Assistant
Staff Role

1. Background

Following the devastation caused by hurricanes Irma and Maria in September 2017, the Government of Sint Maarten embarked on a large-scale recovery and reconstruction program, based on the principle of building back better.

Since January 2018, the World Bank is assisting the Government of Sint Maarten. A significant part of Sint Maarten's ongoing recovery and reconstruction program is financed through a Trust Fund financed by the Netherlands, managed by the World Bank and implemented by Sint Maarten.

To support the implementation of the Trust Fund, the Government of Sint Maarten established the National Recovery Program Bureau (NRPB), which serves as the Project Implementation Unit (PIU) for the Government of Sint Maarten.

2. Role of the Project Assistant

Within this role, one or more of the tasks described below may be performed. The Project Assistant supports project activities across multiple thematic areas managed by the NRPB, with a focus on administrative project support, small project coordination, and operational assistance to the Head of Financial Management and Support.

3. Key Duties and Responsibilities

3.1. Administrative Support

- Receive, register and route all incoming transactions-related correspondence; including but not limited to projects documentation, procurement and/or financial management documents, etc.
- Organize logistical and travel arrangements for staff and consultants;
- Assist in the planning and execution of logistical operations for meetings, seminars or similar events;
- Maintain up-to-date unit files (both paper and electronic);
- Draft routine correspondence and edit/proofread materials. Use word processing or desktop publishing skills to produce complex text, reports, figures, graphs, etc.;
- Maintain distribution lists, phone/address lists of project/product contacts, and distribute documents for the team.

3.2. Operational and Project Support

- Prepare and support the preparation and execution of small-scale project coordination tasks, including collecting and analyzing information, drafting implementation plans, project schedules, and administrative documentation;
- Assist in the preparation of Terms of Reference (ToR), agreements, and related project documentation under direction of the Head of FinOps
- Formulate draft assignments and agreements related to external services, and assist in reviewing offers/quotations on a price/quality basis;
- Assist in project mission planning, including scheduling with counterparts, field visit arrangements, participation in project coordination activities where necessary, and follow-up on outstanding issues;
- Coordinate with local consultants engaged to support delivery of the NRPB projects; process consultant contracts and payments;
- Serve as an information resource on status of projects (e.g., procurement, disbursement, audit, trust fund/co-financing, and legal issues) and draft a variety of standard project-related correspondence;
- First review level of accuracy of the documents being processed, including crosschecks, based upon an agreed procedure;
- Monitor project progress and budget milestones as directed; flag deviations and bottlenecks to the responsible Head of Finops
- Support coordination of communication and information provision during project execution; assist in handling complaints and routine queries;
- Assist in the administrative and financial wrap-up of projects and keep the management informed of progress and bottlenecks.

3.3. Office Management and Facilities Management

- Management of office supplies;
- Coordinates and supervises the activity of the cleaning and maintenance personnel;
- Oversees small building projects, renovations or refurbishments;
- Coordinates relocation activities within the organization.
- Visitor management — Manage the intake and direction of visitors, ensuring a professional and welcoming experience
- Front-of-house operations — Oversee front-of-house operations including call handling, scheduling, and correspondence management

3.4. General

- In general, any other responsibilities/functions deemed necessary by the Head of Finops in order to meet the level of services in the organization.

The Project Assistant takes decisions under instruction of the Head of FinOps, particularly in the context of preparing administrative and project documentation, coordinating logistical tasks, and monitoring project deliverables.

4. Duration of Assignment and Performance

The start date of the contract will be July 2026 or soon thereafter. The contract's duration will be 24 months (about 2 years), with a probation period of 2 months, until the end of the Trust Fund (i.e. June 2028). The Assistant is expected to work full time – 8 hours/day within Philipsburg, Sint Maarten unless work requires for travel abroad.

The performance of the Assistant will be appraised by the Head of FinOps based on the timely implementation and execution of tasks described under the key responsibilities for the role.

Remuneration for this function is in accordance with the remuneration policy for civil servants on Sint Maarten and falls in scale 9 (ranging from, US\$ 2,522 – 3,936 US\$ gross per month). Scaling is done according to education and relevant experience.

5. Qualification Requirements

Minimum Requirements

- At least an Associate/MBO degree or equivalent in Business Administration, Project Management, Finance, Office Management or another related field;
- At least 3 years' experience as a project assistant, office or management assistant, or project management assistant;
- Experience in managing documentation, including the proper filing and archiving of large amounts of files;
- Experience in preparing briefings and reports, drafting reports, project documentation, and administrative correspondence
- Strong computer skills, including Microsoft Office (Word, Excel, PowerPoint);
- Knowledge of Microsoft SharePoint is a strong advantage;
- Fluency in English, both written and spoken.

Preferred Experience

- Dutch language skills are an advantage;
- Experience in project management
- Experience in facility management;
- Knowledge of Microsoft SharePoint will be a strong advantage.

6. Strategic Competencies

Leading Myself and Others – Intermediate Level

- Regularly provides constructive feedback and recognition to team members regarding job performance.
- Collaborates and supports the development of others.
- Shares own knowledge and best practices with others for the purpose of assisting in their ongoing development.

Respect for Diversity – Intermediate Level

- Treats all individuals with respect;
- Responds sensitively to differences and encourages others to do the same;
- Shows flexibility in changing styles when faced with multiple dimensions of culture in order to be effective across cultural contexts;
- Understands multiple cultural frameworks, values, and norms.

Successful Communication – Intermediate Level

- Explains issues clearly and succinctly;
- Writes clearly and succinctly in standard communication settings and styles;
- Can clearly identify the subject and state the purpose of the communication;
- Communicates with impact as well as with empathy;
- Remains calm when dealing with conflicts; shows empathy.

Looking at the Bigger Picture – Strategic Outlook – Beginner Level

- Aligns current work and activities with the NRPB's direction
- Acts on and implements strategies and policies in accordance with the NRPB's direction;
- Comprehends operational and organizational goals and direction.

Relationship Building, Consultation and Collaboration – Intermediate Level

- ✓ Shares information and readily determines to whom to go for relevant information;
- ✓ Seeks assistance and feedback in the problem-solving process;
- ✓ Fosters teamwork;
- ✓ Initiates collaboration on projects or methods of operating;
- ✓ Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first.



Professional Acumen – Intermediate Level

- Applies problem-solving methodologies and tools to diagnose and solve operational and interpersonal problems;
- Determines the potential causes of the problem and works on certain scenarios;
- Sees opportunities and takes the initiative to act on them;
- Understands that responsible use of resources maximizes our impact on our beneficiaries;
- Open to change and flexible in a fast-paced environment.

7. How to Apply

Interested applicants can send their CV by email ONLY to the email address stated below. In the subject line, clearly state the position in the title of this Terms of Reference.

Before you proceed to apply, please consider the following requirements:

- Upon selection for an interview, applicants will be requested to produce evidence of the educational and professional qualifications pertaining to the minimum requirements. References may be asked for.
- Applicants may also be subject to satisfactory background checks.

Applicants should ensure that their CV is received by **July 1, 2026, at 23:00 AST**. Any CV coming in after this date and time may not be considered.

National Recovery Program Bureau

jobopportunity@nrpbasm.org

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