



ST. MAARTEN

Ministry of Finance

The Government of St. Maarten is looking for professionals to employ within the Tax Administration, who would like to positively contribute to the development of our country.

The overall objective of the Tax Administration is to provide efficient, effective, customer-oriented service, and to aim towards stable and growing tax revenues. The Tax Administration also has the following specific objectives:

- promoting and enhancing compliance with taxpayers;
- ensuring structural revenue for the government;
- optimizing tax revenue; ensuring an honest, professional, reliable, commercial and customer-focused administration;
- fraud prevention.

The following vacancy is currently available within the Tax Administration:

Public Relations Officer (Medewerker PR)

Core tasks:

- Develops, organizes and participates in group-oriented campaigns or projects to increase community awareness;
- Responsible for the production of information materials (leaflets, posters, videos, etc.) and organizes information sessions;
- Keeps website and social media pages up to date.
- Registers and evaluates incoming complaints;
- handles simple complaints and forwards complex complaints to the relevant department;
- Monitors deadlines and timeframes for the handling of complaints.

Key qualifications:

- HBO diploma;
- Knowledge of public relation methods and techniques;
- Skilled in developing and organizing educational programs and activities;
- Dynamic outgoing personality with a minimum of 2 year experience in similar position;
- Excellent verbal and written skills in English and Dutch.
- Must be professional and efficient.

Salary:

Depending on the level of knowledge and experience the salary will vary between, minimum NAF. 2.819,00 and maximum NAF. 6.070,00.

Information:

For additional information about this function, please contact the Head of the Tax Administration Ms. Sherry Hazel via email at Sherry.Hazel@sintmaartengov.org.

Applicants:

If you are interested in this function, please send your application letter, CV and copies of degrees to the following email address: careers@sintmaartengov.org, Annan.Benjamin@sintmaartengov.org and Sherry.Hazel@sintmaartengov.org or send your application to Government Building, Soualiga Road #1, Pond Island, Great Bay, before **August 15, 2024**. Please state the job title in the subject.