



Saba is an island in the Caribbean and a special municipality (public entity) of The Netherlands. The island is known for its beautiful scenery and diving. Mount Scenery, at 887 meters high, is the highest point in the Dutch Kingdom. Saba, including Green Island, became a special municipality after the dissolution of the Netherlands Antilles on October 10, 2010. The island is five-square miles and has approximately 1900 inhabitants. There are four main villages: The Bottom (the capital), Windwardside, St. John's, and Hell's Gate.

This beautiful island is in search of a:

Hands-on project advisor Infrastructure (3 months, based in Saba)

Context

Due to the impact of hurricanes Irma and Maria, Saba has to rebuild and improve various parts of her infrastructure. These projects are in addition to the already planned infrastructural renewal. Some of these projects are:

- Airport: the asphalt airstrip will be removed and be replaced by concrete. Building a new firestation and renovation of the airport building.
- Harbor: a new small pier, reinforcement of the big pier and shoreline, renovation of the harbor office area.
- School area: a new daycare, renovation of the primary and secondary school, parking lot, roundabout.
- Other buildings: renovation of public houses and government buildings, 24 new houses in a housing project, a water bottling plant.
- Other infrastructure: roads, street lights, playgrounds

The majority of the projects will be executed by selected contractors in close cooperation and sometimes commissioned by the Dutch Ministries. Saba government is looking for someone to strengthen our Planning Bureau who has a crucial role in these new projects.

The position

We are in search of a hands-on project advisor who along with colleagues of the Planning Bureau will work on these projects. You work in a structured setting with them, the policy advisor infrastructure, the FEZ department and others. For instance the contractors and

parties in The Netherlands such as Ministry I&W, Rijkswaterstaat and Rijks Vastgoedbedrijf. The main goal is to plan and execute the projects within a designated time frame.

Your main tasks will be to:

- Assist the Planning Bureau in planning and monitoring of these projects;
- Include the various requirements from different departments and stakeholders in the planning and execution of the projects;
- Assist and advise on the process of these projects during the different stages with:
 - drafting of the (technical) requirements
 - selection procedure of the contractor
 - monitoring of the execution of the work
 - ensuring that all the requirements are met before closing of the projects.
 - enable the regular organisation is ready to take over the results of the project
- Report, via the department head of Planning Bureau, to the ones who commission the individual projects with steering information
- Be the contactperson for different stakeholders
- Help with implementing good governance and accountability for these projects (goed opdrachtgeverschap). So keep track of the budgets, make project reports, keep a good overall view of these projects and assist in transparent decision making with the right documents.

You have experience in project management. We already took the initiative to strengthen our organisation with extra communication and financial capacity.

Your profile

You have experience in project management and you have excellent communication skills. You are a practical person who combines desk work with being in the field. Technical knowledge is necessary. Because of the broad portfolio, from maritime to housing to aerodrome, we are looking for someone who helps to helicopter these projects, makes sure the work is done correctly in time, asks the right questions and helps in proper decision making.

We are looking for a team player with experience in this domain. Spoken and written language on Saba is English.

The organisation

Saba is a special municipality of The Netherlands and the Public Entity is the largest employer with 175 people. Responsibilities of the Public Entity include the airport, harbor, the tourist bureau, planning Bureau, public works, the daycare, census, different aspects of the social domain including social work and public health, economical affairs, different policy advisors and of course different business management departments like FEZ, ICT.