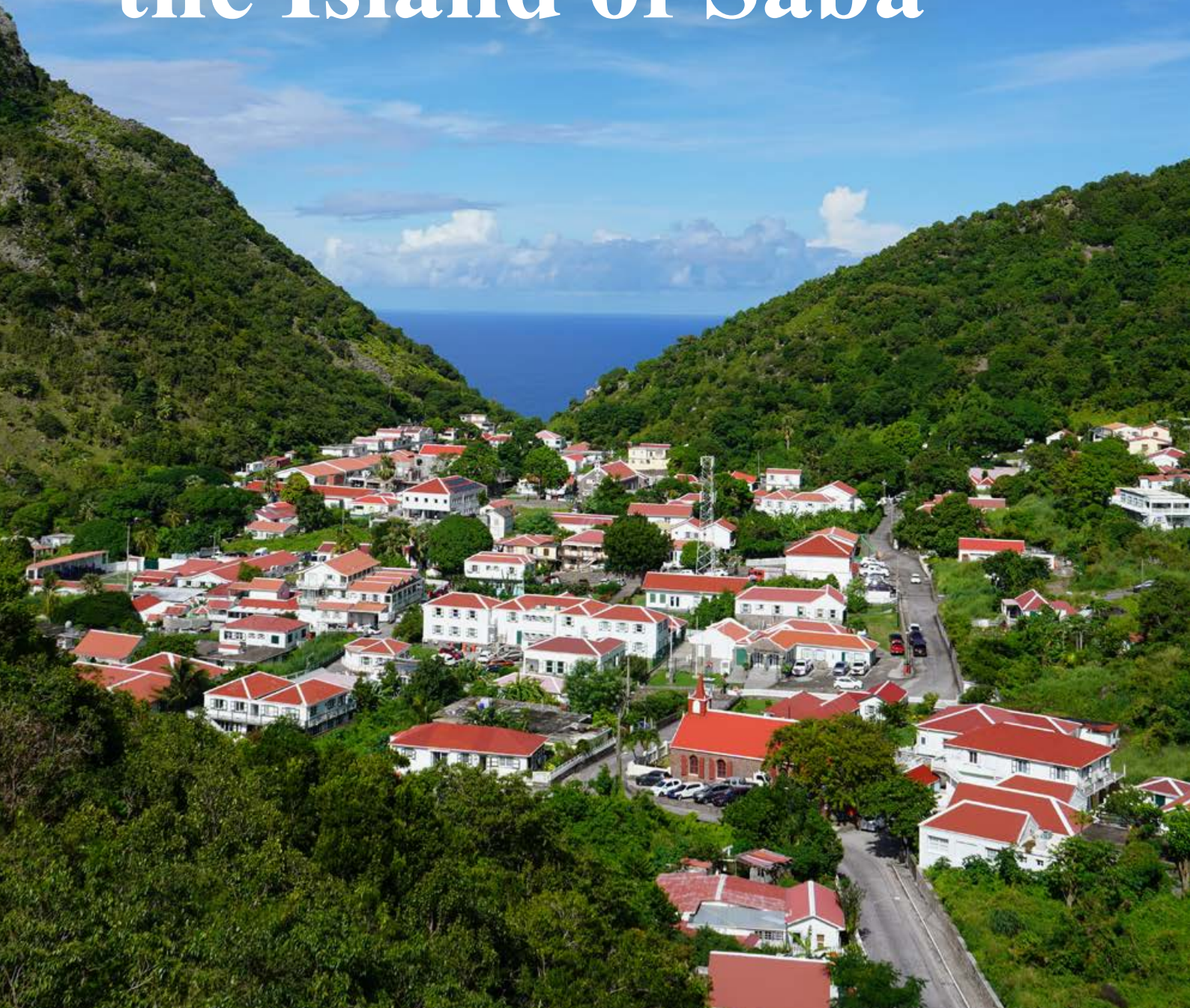


Vacancy

An interim Registry advisor for the Island of Saba



Public Entity Saba



Ready for a unique temporary job opportunity?

The Island of Saba is looking for an interim advisor for the Registry

(3 months)

Saba is a small, close-knit Caribbean island community of around 2,000 residents. What makes Saba unique is the combination of its scale, its beautiful natural environment, and the strong sense of connection among people. Saba is a 'bijzondere gemeente' of the Netherlands and governed in a similar way to Dutch municipalities. To help solidify the foundations of the Registry (**griffie**) and strengthen the position of both the Registry and the Island Council (**gemeenteraad**), Saba is looking for an interim advisor for a period of three months. The ideal candidate is confident and empathetic, has strong political and cultural awareness, is able to unify stakeholders and can implement change in a constructive manner. This role has similarities to those of a **raadsadviseur** in the Dutch context. This vacancy is also open to someone not currently living on Saba, but who is willing to temporarily relocate to Saba.



The unique context of the assignment



Saba's unmatched local context

As a close-knit community, daily life is personal: people know one another, support one another, and interact frequently in shared spaces. This creates a community where relationships matter and where government decisions have a direct and visible impact on residents' lives. The island is characterized by its mountainous landscape, its resilience, and its practical, hands-on approach to challenges. Because of the small scale, collaboration is essential across all sectors. People often take on multiple roles, and teamwork is a natural part of how the island functions. Newcomers quickly notice the community's openness and the ease with which people connect. Living and working on Saba means being part of a community where visibility is high and interactions are frequent. This also shapes the expectations placed on public servants: accessibility, approachability, and clear communication are highly valued.

The Island Council of Saba

The Island Council consists of five council members. There are two political factions in the council: Windward Islands People's Movement (WIPM) with three council members and Party for Progress Equality and Prosperity (PEP) with two council members.

Most council members do not have secondary functions and spend the majority of their week on council duties. On a small island, Council Members are highly visible and accessible. Residents approach them directly in daily life, whether on the street, in the grocery store, or at local events. The Island Council can further be characterized as constructive, progressive, informal and collaborative.

In the near future the number of seats will increase. This change will broaden representation and strengthen the administrative capacity of Saba. Preparing both the Council and the Registry for this transition is a key part of ongoing professionalization.



Where will you be working?

Legal context of Saba

The 'Wet openbare lichamen Bonaire, Sint Eustatius en Saba' forms the basis for the status of 'bijzondere gemeenten' that Saba falls under. The islands are directly governed by the Dutch government and fall under Dutch legislation. On the islands, there is an Island Council (**gemeenteraad**), an Executive Council (college van B&W) and a civil service organization (ambtelijke organisatie). The Island Council represents the population, and its members are elected every four years. The Registry (**griffie**) is tasked with supporting the Island council. The Governor (Burgemeester) serves as the chair of the Island Council. The Executive Council of Saba consists of the Governor and two Commissioners (wethouders), each responsible for different policy areas. In the coming months, Saba will appoint a new Governor.



The Registry

Currently the Registry consists of the Registrar. The goal is to expand the Registry in the future by appointing a permanent (administrative) advisor. The Registrar is responsible for all administrative and strategic tasks. A recent quickscan (GriffieFit) of the Registry showed that the majority of time is currently spent on administrative tasks, such as preparing meetings and agendas, writing minutes and responding to emails. Within the Island Council there is a strong ambition to further professionalize the Registry. This includes strengthening the foundations and enabling the Registry to take on a more strategic advisory role.



An interim advisor for the Registry of Saba



Your objectives: solidify the foundations and strengthen the position of the Registry and Island Council

- ✔ You bring sufficient experience to solidify the foundations of the Registry. Together with the Registrar you will assess the processes that are already in place and you will guide the Registrar in the process of further building and strengthening the foundation of the Registry. You will take time to understand the processes and then advise on how to improve these. With your experience, knowledge and creativity, you help structure the foundations to further professionalize the Registry and the Island Council. You actively turn these ideas into practical solutions, for example with the use of templates or by updating ordinances.
- ✔ In addition, you will coach and advise the Registrar on how to strengthen the position of the Registry within the civil service organization. You will support the Registrar to form a strong link between the Island Council and civil service organization. You approach different situations with an empathetic attitude and an awareness of the cultural context in which you operate. Part of your role is to act as a sparring partner for the Registrar, and you will guide and support the Registrar in decision making processes (e.g. by assisting with the actualization of the rules of procedure or being present during Driehoek meetings to later advise the Registrar how to best represent the Island Council).

Requirements

- ✔ Experience working for a Registry (**griffie**)
- ✔ Working language is English and the candidate is proficient in English
- ✔ Knowledge of relevant Dutch laws and procedures
- ✔ Strong communication skills
- ✔ If you are not currently living on Saba, willing to temporarily move to Saba for approximately 3 months
- ✔ A plus: knowledge of BES laws or the ability to acquire this quickly

The objectives listed above will shape your day-to-day tasks on Saba. You will discuss this during the interview, but more importantly you will determine which tasks are necessary while on the job. Together with the Registrar and members of the Island Council you will determine your exact tasks. You will discuss this during the interview, but more importantly you will determine which tasks are necessary while on the job. This allows for a unique opportunity where you can use your insights and creativity to support the Registry.

We specifically ask that you are...



Politically aware. You understand the unique political position of Saba and you are able to gain understanding of how the organization works. You use these insights to strengthen the position of the Registry in a thorough way. By doing this, you contribute to the further professionalization of the Registry and Island Council.



Unifying. You know how to unify people and different stakeholders. You are able to implement change in a way that is widely supported and without diminishing what works well in the context of Saba.



Culturally aware. You are aware of the unique cultural context in which your assignment will take place and how this influences the work of the Registrar, Island Council members and civil organization. You are able to act in a culturally aware way, and you are able to translate best practices to the context of Saba and the Island Council.

Practical information regarding temporary employment

Based on your level of experience, you will receive an attractive compensation package. Specific arrangements will be made between you and the Registrar.

If you do not currently live on Saba and must temporarily relocate, the government of Saba will provide you with housing, a return flight and transportation on Saba. They will also guide you through the process so ensure a smooth temporary move to the island.



Procedure and further practical information

Procedure

A Necker advisor will conduct brief digital intake interviews with the candidates on the 20th and 21st of May (between 09:00 en 16:00 CEST).

Following the selection of candidates by the Registrar and Island Council members, selected candidates will receive an invitation for a digital job interview with the Registrar and Island Council members. Invitations for the interview will be sent by the Registrar in the first week of June. Candidates are requested to keep the scheduled dates available.

The exact start date and further practical arrangements will be agreed upon between the final candidate and the Registrar.

Sounds like a match?

You can reply until May 11th by sending a motivation letter and curriculum vitae to sollicitaties@necker.nl. Please use 'interim advisor Saba' as the subject of your application.

For more information, contact Jana van Niekerk, advisor at Necker, via 06 300 306 15 or jana@necker.nl.

MAY 11

Deadline for motivation letter and CV

MAY 20/21

Intake by a Necker advisor

JUNE

Digital interview with the Registrar and Island Council members