

VACANCY

The Ministry of Education, Culture, Youth & Sports, Division Study Financing is currently recruiting an enthusiastic, dynamic, result-oriented, motivated, innovative, young professional for the following position:

Study Financing Officer

Main tasks and responsibilities:

- Reviewing submitted documents to verify compliance with the policies and legislation;
- Process requests from recipients for study financing related benefits and services;
- Maintain regular contact with study financing recipients, schools, parents, guidance counselors etc;
- Maintaining and updating the study financing database administration -and financial payments system;
- Accurate preparation of advisory documents through research and analysis of case files, applicable legislation and policy;
- Processing of new applications for study financing and related services;
- Facilitating the study financing payments, decision making- and issuance process and the collection of outstanding study loans;
- Control and monitoring study financing recipients and their academic progress;
- Facilitating the preparation of study financing recipients to live and study abroad.

Requirements:

- You are in possession of an Associate's degree or SBO/MBO level 4 diploma or higher in Education, Social Science Humanities, Communication, or Business Administration;
- You have proven experience with customer service/relations, control and monitoring cycles;
- You have proven knowledge of the secondary education system in St. Maarten, tertiary education system in the Caribbean, USA, Canada, and Europe;
- You have the ability to read and understand the study financing legislation and or policies of the Government of St. Maarten;
- You have knowledge and expertise with database systems;
- You have communication and writing skills in English and Dutch (plus), organizational -and administration skills;
- You have proven knowledge and experience with:
 - Making presentations to parents and students
 - Creating and designing brochures, flyers, etc.
 - Microsoft Office package

Salary Indication:

Your salary will be dependent on your qualifications, and experience and will range between Naf 2,478.00 and Naf 5,388.00 per month.

Interested persons should send application letters with curriculum vitae and copies of diplomas or certificates to email addresses: careers@sintmaartengov.org and antonio.aventurin@sintmaartengov.org .

The deadline for all applications is December 15, 2023

A detailed description of the tasks and responsibilities of a guidance counselor is available on our website www.studyfinancing.sx on the *Downloads* page.

For more information, please call telephone number +1(721) 527-3840 or email info@studyfinancing.sx