

**Own Your Own Home Foundation**  
Home Cooperation of Saba D.C

The Own Your Own Home Foundation is looking for a

## **TECHNICAL MANAGER**

### **The Own Your Own Home Foundation**

The Own Your Own Home Foundation (OYOHF) was founded in 1984, with the aim to improve the living situation of lower-income households on Saba by providing loans for the construction or improvement of homes. Since 1991, the foundation has shifted its focus to renting out social housing.

The foundation has been working closely with Bazalt Wonen since 2009, which has resulted in the construction of additional social housing on Saba (projects Under the Hill 1 and 2). Currently, three different organizations (OYOHF, Bazalt Wonen and the Public Entity Saba) own 68 social housing units on Saba. OYOHF is responsible for the daily maintenance and management of all of these houses.

A 'Letter of Intent Housing and Spatial Planning Saba' was signed by all parties involved in November 2023. To create a more viable social rental sector on Saba, the parties intent to transfer ownership of all social housing units to Bazalt Wonen. This will mean a change in the goals and tasks of OYOHF. The parties involved will further elaborate the agreements in the coming months.

The Own Your Own Home Foundation has a board, one administrative employee and is now looking for a technical manager who is responsible for the daily maintenance and management of all social housing units on Saba.

### **Description of main duties**


- Handle incoming and outgoing correspondence.
- Process repair requests and organize maintenance of social housing units.
- Organize tenders, bidder evaluation and selection of contractors and draft contracts.
- Ensure successful execution of repairs and maintenance within time and budget.
- Conduct inspections of buildings and construction sites.
- Maintain good contact with stakeholders, including tenants, Bazalt Wonen and contractors.
- Coordinate meetings with the board and other stakeholders.
- Contribute to the organizational transition of the OYOHF in line with the 'Letter of Intent Housing and Spatial Planning Saba'.
- (Financial) reporting.

 Tel: (+599) 416.3204

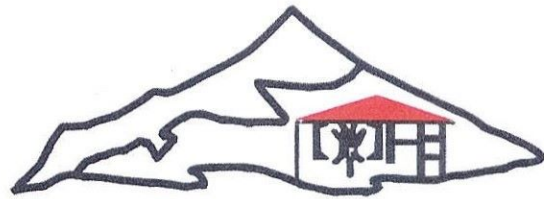
 P.O. Box 26

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 Saba, Dutch Caribbean

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**What you offer**

- MBO degree in a technical field, preferably 'construction'.
- At least 3 years' work experience in a related profession.
- Solid understanding of construction processes.
- Technical knowledge of building products, construction details and quality standards.
- Adaptable and flexible attitude, hands-on mentality.
- Good communication and interpersonal skills.
- Competent in conflict management.
- Strong organizational skills.
- Sufficient computer skills, including Word and Excel.
- Good command of English and preferably Dutch, both spoken and written.
- You are willing to establish yourself on the island. Working remotely is not an option.


**We offer**

- The position is evaluated at government salary scale 9 ranging from \$2,719 through \$3,997 excluding 15.5% allowances per monthly salary, 8.33% vacation allowance and a 13<sup>th</sup> month. Job scale allocation based on knowledge and experience.
- A 36-hour work week.
- A pension scheme with the Caribbean Netherlands Pension Fund (Pensioenfonds Caribisch Nederland, PCN).
- Life on the beautiful and safe island of Saba.

**Apply**


If you are interested in this position, we invite you to submit an application letter and resumé no later than January 1, 2024, via email: [gerritsen.piet@gmail.com](mailto:gerritsen.piet@gmail.com).

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