

INTERNSHIP VACANCY – HR POLICY AND ORGANIZATIONAL DESIGN INTERN

Location: Sint Maarten

About NSI

The National Sports Institute (NSI) manages all government-owned sports facilities in Sint Maarten and plays a key role in advancing the island's sports infrastructure and sector development. NSI is currently undergoing a crucial phase of institutional strengthening, with a strong focus on building a solid Human Resources foundation.

Internship focus

We are seeking a driven and independent HR intern who will **lead the development of NSI's core HR framework and documentation from the ground up**. This internship offers a unique opportunity to apply your academic knowledge in a real-world public-sector context and leave behind a lasting organizational legacy.

As an intern, you will be responsible for:

- **Draft an Employee Handbook**
Develop the Foundation's policies, procedures, expectations, and employee rights and responsibilities.
- **Creating NSI's function book**
Develop complete job descriptions, role profiles, and responsibilities for all positions within the organization.
- **Designing and formalizing an organizational chart**
Define reporting lines and structural flow to improve communication, accountability, and efficiency.
- **Building NSI's governance and compliance framework**
Contribute to internal HR governance documentation to ensure legal compliance and institutional transparency.

Who we are looking for

- A bachelor's or master's student in **Human Resources**, or a related field

- Strong academic foundation in HR principles and organizational design.
- Independent, proactive, and comfortable taking ownership of projects from concept to execution.
- Strong written and verbal communication skills in English and Dutch
- Interest in nonprofit, public sector, or sports-related organizations is a plus.

What we offer

- A chance to **independently develop key HR systems and frameworks** that will shape a national institution.
- Mentorship and feedback from NSI's leadership.
- A flexible working environment
- Recognition of your work in a public-sector context, with deliverables that can be included in your academic portfolio or thesis.
- The opportunity to gain cross-cultural experience and impact organizational development in the Caribbean.

How to apply

Please send your **CV and motivation letter** (max. 1 page) to nsi.general@outlook.com with the subject line: **HR Internship Application – [Your Name]**

Applications will be reviewed on a rolling basis. Early applications are encouraged.