



VACANCY

The Development Bank of Jamaica (DBJ) seeks to identify suitable applicants for the position of:

TECHNICAL OFFICER – STRENGTHENING OF INTERMEDIARIES

Under the Boosting Innovation, Growth and Entrepreneurship Ecosystems (BIGEE) Program

PROJECT BACKGROUND:

The Boosting Innovation, Growth and Entrepreneurship Ecosystems (BIGEE) is a US\$50M programme developed by the Government of Jamaica (GOJ) and the Inter-American Development Bank (IDB) to support Jamaica's growth and employment objectives by improving productivity by increasing private sector investment in innovation and, ultimately, growth among Start-Ups and Micro, Small and Medium Enterprises (MSMEs).

The program will support Jamaica's growth and employment objectives by four (4) distinct components: (i) Innovation and Growth in Established MSMEs; (ii) Facilitating Growth for Scalable Start-Ups; (iii) Promoting Viable Enterprises; and (iv) Project Administration and Capacity Building – see DBJ's Website for further information.

The Development Bank of Jamaica (DBJ) has been designated as the Implementing Agency and has established a Technical Unit (TU) to ensure that all objectives of the Programme are met, and that the project is implemented within the established timeframe and budget.

Accordingly, the TU invites applications from suitably qualified personnel for the post of **TECHNICAL OFFICER – STRENGTHENING OF INTERMEDIARIES**. See Terms of Reference at our Website: <http://www.dbankjm.com/Tenders/Jobs>

Technical Officer – Strengthening of Intermediaries

Reporting to the Technical Coordinator – Intermediary Relationships, this position will support the TU to effectively and efficiently manage the activities related to activities related to the capacity building of business support intermediaries, including planning, coordination, implementation, supervision and finalization of all corresponding activities.

The primary activities with which the Technical Officer are expected to be engaged are expected to include, but not limited, to:

Principal Duties & Responsibilities:

- Contribute to building relationships with Business Support intermediaries (BSIs).
- Conduct needs assessment of BSIs; develop and implement strategies for the strengthening of these entities.



Principal Duties & Responsibilities cont'd:-:

- Finalize the design, implement and supervise support programs for BSIs.
- Finalize the documentation (Call for Proposals, application forms, evaluation criteria and forms, contract templates) to operationalize the Strengthening Programs for the different BSIs:
 - a) Business Extension Services
 - b) Technology Transfer Offices
 - c) Business Incubators
 - d) Business Accelerators
- Support BSIs in the application and implementation processes; and monitor and evaluate their Key Performance Indicators (KPI)

Duration & Estimated Time Input

This is a full-time position for which a contract will be awarded for a duration of two (2) years, and will be subject to periodic review, revision, and renewal.

Qualifications

The required **minimum** qualification, experience, and attributes; -

1. A first degree in Management, Economics, Engineering, or similar discipline.
2. Certification in Project Management
3. Demonstrable knowledge of the business, economic, innovation and entrepreneurship environment in Jamaica.
4. Experience in the private sector and/or with donor funded projects is preferable.
5. Excellent analytical, report writing skills and must be computer literate.
6. Capacity to work under pressure and meet tight schedules under minimum supervision.
7. Excellent communication and interpersonal skills and able to work in a team.
8. At least five (5) years of experience in project preparation, evaluation, and management and at least three (3) years' experience in the MSMEs, Entrepreneurship and/or Business Incubation sectors

Qualified applicants are invited to submit their applications **by 16th July 2021 to:**

TECHNICAL OFFICER – STRENGTHENING OF INTERMEDIARIES

EMAIL: MAIL@DBANKJM.COM