



VACANCY

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

TECHNICAL OFFICER - GRANTS

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 – GRANTS**. See Terms of Reference at our Website:

<http://www.dbankjm.com/Tenders/Jobs>

Technical Officer – Grants (TOG)

Reporting to the Technical Coordinator - Direct Support Business, this position will support the TU to effectively and efficiently manage the activities related to Funds providing grants to Start-ups and MSMEs; including planning, coordination, implementation, supervision, and finalization of all corresponding activities. The primary activities with which the TOG is to be engaged are expected to include, but not limited, to:

Principal Duties and Responsibilities:

- Contribute to building relationships with business associations and individual businesses in different stages of development, from start-up to mature companies.
- Conduct businesses' Needs Assessments, according to their development stage and other relevant segmentations criteria.
- Finalize the documentation (Call for Proposals, Application Forms, Evaluation Criteria and Forms, Contract Templates) to operationalize the different Funds that will provide Grants:- Seed Capital Fund, Innovation Fund, Cluster Fund, Patenting Fund, Corporate Venturing Fund.



Principal Duties & Responsibilities cont'd.

- Implement and supervise the various approved Grant Funds.
- Based on detected needs and relevant studies, develop for approval, and implement support strategies using BIGEE's instruments.

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; -

- a. A first degree in Management, Economics, Engineering, or similar discipline.
- b. Certification in Project Management
- c. Demonstrable knowledge of the business, economic, innovation and entrepreneurship environment in Jamaica.
- d. Experience in the private sector and/or with donor funded projects is preferable.
- e. Excellent analytical, report writing skills and must be computer literate.
- f. Capacity to work under pressure and meet tight schedules under minimum supervision.
- g. Excellent communication and interpersonal skills and able to work in a team.
- h. At least five (5) years of experience in project preparation, evaluation, and management and at least three (3) years' experience managing Grants for the innovation, MSMEs and entrepreneurship sectors

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

TECHNICAL OFFICER - GRANTS

Email: mail@dbankjm.com