**V A C A N C Y**

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

MONITORING & EVALUATION SPECIALIST

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 funded by the Inter-American Development Bank (IDB) to the Government of Jamaica (GOJ) 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 Communication Specialist - see Terms of Reference at: <http://www.dbankjm.com/Tenders/Jobs>

**Monitoring and Evaluation (M&E) Specialist**

Reporting to the Programme Manager, this position will support the TU to design and implement the monitoring and evaluation activities of the Programme, including the collection of information related to the performance and achievements of milestones of the different sub-projects effectively and efficiently.

**Principal Duties and Responsibilities:**

1. Design, implement and manage the Monitoring & Evaluation Framework /strategy that will ensure tracking of all project inputs, outputs, outcomes and impact results.
2. Develop and implement cost-effective and efficient data collection systems to collect information related to the performance and achievement of milestones of the different sub-projects
3. Collect baseline information and carry out relevant analysis.
4. Refine/ define applicable program indicators included in the Results Framework.
5. Monitor outputs, outcomes and impacts of the Programme.
6. Write the Terms of Reference for independent evaluators as needed.

**Qualifications**

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

1. A first degree in Economics, Statistics or a related field.
2. Master’s degree in a quantitative discipline (preferably in Social Science, Economics, or related field). Social Sciences, Development Studies, or any other related field will be an advantage.
3. Experience in the design, implementation and/or evaluation of private sector development programmes.
4. Demonstrated knowledge of the business, economic, innovation and entrepreneurship environment in Jamaica.
5. Experience in conducting a research study including the entire evaluation cycle, from design and formulation to implementation, analysis and presentation of results and recommendations.
6. Ability to work both independently and collaboratively in a team; and the ability to concurrently handle multiple assignments.
7. Strong presentation and report writing combined with excellent analytical skills with a proactive approach to problem solving.
8. High level of proficiency in MS Office, Excel and PowerPoint;
9. Seven (7) years’ working experience, with at least five (5) years’ experience working on monitoring and evaluation of programmes, preferably financed by international financing institutions or bilateral agencies.

Qualified applicants are invited to submit their applications by 8th June **2022** to:   
Monitoring and Evaluation (M&E) Specialist

Email: [mail@dbankjm.com](mailto:mail@dbankjm.com)