

VACANCY

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

PROCUREMENT MANAGER

The Procurement Manager is responsible for planning and executing procurement activities within budget and in accordance with approved standards policies and procedures; driving a consistent, transparent approach towards all sourcing, purchasing and tendering activities, ultimately ensuring value for money.

Principal Duties and Responsibilities:

- a) Liaise with Heads of Divisions to develop and monitor the Bank's annual Procurement Plan and budget.
- b) Manage / coordinate all activities for the e-Procurement portal.
- c) Keep abreast of changes/developments and ensure the DBJ team is updated and trained accordingly.
- d) Identify, negotiate and analyze prices/contracts with suppliers/service providers to ensure value for money; and that a consistent high quality of goods and services are maintained and optimized.
- e) Plan, organize and lead the bid solicitation process including preparing and issuing request for quotations (RFQ), request for information (RFI), request for expression of interest (REOI), request for proposals (RFP), and developing bid evaluation criteria in keeping with GOJ Guidelines and DBJ's policy.
- f) Coordinate and prepare procurement compliance reports and ensure timely submission to the relevant authorities.
- g) Process invoices for payment of suppliers and liaises with Finance Unit, contractors and suppliers to ensure payment.

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

- BSc degree in Management Studies; Business Administration or any other related field.
- Certificate in Public Procurement Management: INPRI Level 4
- Certificate in Project Management would be an asset
- Demonstrated knowledge and experience of GOJ Procurement Policy and Procedures; and e-Procurement requirement.
- Strong problem-solving and negotiation skills
- Detail oriented with excellent communication and interpersonal skills.
- Excellent analytical and report writing skills
- Demonstrates a high level of integrity and ethical behaviour
- Proficient in MS Word and Excel
- A minimum of five (5) years' relevant experience; preferably in Public Sector or with donor/funding agencies

Qualified applicants are invited to submit their applications by **8th March 2024** to:

PROCUREMENT MANAGER

Email: mail@dbankjm.com