

# VACANCY

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

## PROCUREMENT SPECIALIST

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

### PROJECT BACKGROUND:

The Ministry of Finance and the Public Service (MoFPS) has requested support to the Inter-American Development Bank (IDB) to create new avenues for growth by Boosting Innovation, Growth and Entrepreneurship Ecosystems (BIGEE) in Jamaica. The IDB programme funding will support Jamaica's growth and employment objectives by: a) providing support and funding for the development and strengthening of a comprehensive innovation and entrepreneurship ecosystem that builds on the currently existing initiatives; b) providing effective business services to vulnerable entrepreneurs; c) promoting a culture of entrepreneurship and innovation; and d) democratizing access to equity through a set of funds, including venture capital (VC).

**The Program is envisioned to promote and democratize access to equity for SMEs with strong potential to grow as well as new promising enterprises** through a Venture Capital (VC) Fund and a Seed Financing (SF) Fund, support for the Innovation Ecosystem by strengthening the network of incubators and accelerators and creating an entrepreneurial mindset through technology transfer and capacity building activities, including generating trust, entrepreneurial mindset, and culture. See Terms of Reference at: <http://www.dbankjm.com/Tenders/Jobs>

This position is accountable for providing the requisite procurement advice and support to the DBJ to enable it to carry out its mandate to effectively manage the BIGEE program. The Procurement Specialist will assist in establishing the procurement procedures of the DBJ in accordance with both IDB and Government of Jamaica guidelines, preparation of bidding documents, ensuring bidding procedures and evaluation mechanisms are intact, representing the Unit in prequalification and tender evaluation committees. He/she will assist in managing policies for DBJ's project tendering, evaluation, award and contract management.

### Principal Duties and Responsibilities:

- Review and be familiar with the Bank's guidance to conduct project procurement,
- Develop the TU's procurement policy and strategies in conformity with established procurement procedures of the Central Government, the DBJ and the IDB
- Prepare, in consultation with the Program Manager, the procurement plan during the project preparation phase,
- Ensure that all procurement under the program is done in accordance with IDB's regulations for procurement as well as within the Government of Jamaica's procurement regulations,
- Prepare and update the annual procurement plan and procure goods and services,

### Principal Duties & Responsibilities cont'd.

- Verify that all proposed purchases are eligible for financing under the Project and confirm the appropriate method to procure goods and services for each contract,
- Prepare bidding documents, terms of reference and relevant procurement documents required for the procurement of goods, works, services and consulting services,
- Provide advice and guidance on interpretation of procurement policy to members of the TU's team,
- Provide assistance in drafting the legal agreements between the DBJ and the beneficiaries,
- Develop and prepare regular reports on the status of contracts,
- Maintain the computer database for the contract management system,
- Hire consultants to conduct the intermediate and final evaluations of the program,
- Ensure all contractual obligations are fulfilled,
- Perform any other related duties assigned by the Program Manager

### Duration & Estimated Time Input

This is a full-time position for which a contract will be awarded for a duration of one (1) year, and will be subject to periodic review, revision, and renewal.

### Qualifications

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

- A first degree in government affairs, engineering, law, business administration, international development, or a related field.
- Master's degree or equivalent will be an added advantage.
- Demonstrated knowledge of and experience with the international commercial practices and the Procurement Regulations of the IDB and the Government of Jamaica
- Ability to collaborate and work well across teams,
- Excellent analytical, report writing skills and must be computer literate.
- Capacity to work under pressure and meet tight schedules under minimum supervision
- Excellent communication and interpersonal skills
- A minimum of 5 years' relevant experience in procurement, the public service and with donor funded projects is preferable

Qualified applicants are invited to submit their applications by 15<sup>th</sup> **March 2024** to:

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