

VACANCY

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

PROJECT ASSISTANT

This position will support the TU to manage the day-to-day BIGEE activities effectively and efficiently by providing administrative support to the TU and the Steering Committee, so that the DBJ is able to carry out its mandate to effectively manage the BIGEE Programme. The primary activities with which the Administrative Assistant are expected to include, but not limited, to:

Principal Duties and Responsibilities:

- a. Provide administrative and logistical support to the Technical Unit, in the implementation of the activities of the Program
- b. Provide the inputs required of the TU to ensure the timely procurement of goods and services to be acquired under the Program, including the preparation of relevant documentation and acting as secretary to evaluation procedures as directed
- c. Together with the Program Manager, serve as executive secretariat of the Program's Steering Committee
- d. Serve as secretary for the Program's management team
- e. Assist in monitoring the progress of consultancy assignments and troubleshooting as necessary
- f. Assist with the scheduling and coordination of meetings and workshops, mission and site visits and maintain a calendar of TU's activities
- g. Assist with the preparation of reports, as necessary
- h. Serve as recording secretary to the Program Steering Committee, the management team and other meetings related to the Program, including key follow up actions
- i. Prepare and disseminate meeting notes according to agreed timelines;
- j. Prepare letters and memos in support of the work of the TU as appropriate

Duration & Estimated Time Input

The Consultancy will require full-time effort. A contract will be awarded for a duration of five (5) months, and will be subject to periodic review, revision, and renewal.

Qualifications

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

- a) A First Degree in Business Management, or related field.
- b) Ability and willingness to work with Bank staff, particularly those working in the field of public procurement.
- c) Excellent analytical, report writing skills and must be computer literate.
- d) Project Management Experience would be an asset
- e) Capacity to work under pressure and meet tight schedules under minimum supervision.
- f) Excellent communication and interpersonal skills and able to work in a team.
- g) Two (2) years' working experience in the public service and with donor funded projects is preferable.

Qualified applicants are invited to submit their applications by **October 15, 2024**, to:

Manager Human Resources Email:

dbjcareers@dbankjm.com