

VACANCY

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

GENERAL MANAGER, PROJECT MANAGEMENT OFFICE

The General Manager, Project Management Office (PMO) is accountable for: the achievement of all project design, project implementation, product development and program compliance strategic objectives for the Bank.

PRINCIPAL DUTIES & RESPONSIBILITIES

- a) Lead the preparation of the annual Project Management, Product Development & Program Administration Cascaded Strategic Plan and Balanced Scorecard aligned to those of DBJ.
- b) Lead, constantly review and improve the product development process, resulting in increased product offerings that drive demand, investments and revenue.
- c) Ensure the Bank's Loan and Technical Assistance programmes are effectively designed, managed and monitored to achieve their desired objectives and outcomes
- d) Work with clients to modify and/or restructure existing loans as needed. Underwrite the rescheduling of loans and monitor the renewals, extensions and modifications of DBJ's Direct Guarantees, etc.
- e) Develop and implement systems for the management of data (collection, storage, manipulation/ analyses) across all bank products; to deliver, consistently accurate, reliable reporting for various Stakeholders.
- f) Monitor and ensure compliance with all required deliverables/reports to ensure that DBJ fulfils its reporting obligations to its local and international stakeholders as outlined in the various project and/or loan agreements.

Qualifications

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

- Master's in Business Administration, Economics, Finance or equivalent
- PMP qualification or equivalent certification
- Must be proficient in MS Office Suite - expert level in Excel, and other graphics and/or presentation software.
- Knowledge of the local financial environment particularly as it related to Entrepreneurship and the MSME sector
- Knowledge of Banking products, services and processes
- Strong analytical and decision-making skills for appraising projects and making recommendations.
- The ability to communicate to all levels in both oral and written formats.
- Strong critical thinking and negotiating skills.
- Ability to manage competing priorities and multiple projects concurrently.
- Demonstrated ability to achieve organizational results through sound leadership of various teams.
- Ability to consistently meet deadlines and to work under pressure
- **Minimum Experience:** Ten (10) years' related corporate experience with demonstrated Project Management ability at a senior level - preferably in a Financial Institution.

Qualified applicants are invited to submit their application by **December 18, 2024, to:**

Manager, Human Resource
Email: dbjcareers@dbankjm.com

Please note that only short-listed applicants will be contacted.