

VACANCY

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

MANAGER, ADMINISTRATION

The Development Bank of Jamaica (DBJ) invites applications from self-motivated and results-oriented individuals to Manage the day-to-day operations of the Bank's office: including facilities management, records and information management, cafeteria & Security services. Ensuring an efficient and safe working environment through coordinating with vendors, managing budgets, and implementing operational policies.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- a) Contribute to the annual DBJ Strategic and Corporate Planning process, resulting in the annual DBJ Strategic Plan, Corporate Plan and Balanced Scorecard
- b) Constantly review the competency and performance of Direct Reports and provide continuous coaching and lead the implementation of each Direct Report's Individual Development Plan (IDP).
- c) Ensures a safe, secure, and well-maintained facility that meets environmental, health, and security standards
- d) Manages the maintenance and repair of machinery, equipment, and electrical and mechanical systems.
- e) Oversees the activities of the Registry Department including records digitization and the implementation of the Government of Jamaica's Records and Information Management (RIM) policy.
- f) Monitor and ensure that maintenance schedules for building systems (e.g., elevator, HVAC, generator, water pumps) are adhered to.
- g) Direct and coordinate the activities of the personnel engaged in buying cafeteria supplies and minor building maintenance and repairs.
- h) Prepare specification/terms of reference for procurement requirements.
- i) Coordinates the duties of Security Personnel and monitors the safety and accessibility of the DBJ and its facilities.

The required minimum qualifications, experiences and attributes are:

- BSc in Management Studies; Business Administration or related discipline
- Certificate in Project Management would be an asset
- Strong knowledge of office procedures, property management, and record-keeping practices.
- Demonstrated leadership and team supervision experience.
- Excellent negotiation and client management skills.
- Excellent verbal and written communications skills, as you will interface with Executives and individual contributors across the organization
- Excellent time management skills and ability to prioritize multiple conflicting demands
- Knowledge of the Public Procurement Regulations, 2018
- Proficiency in the use of relevant MS Office applications

Minimum of five (5) years' experience in administrative functions: including property, Office and record management

Qualified applicants are invited to submit their applications by **May 18, 2025**, to:

MANAGER, HUMAN RESOURCE
EMAIL: DBJCAREERS@dbankjm.com