**Vacancy**

The Development Bank of Jamaica (DBJ) invites applications from suitable applicants for the position of:

Procurement Specialist (One Year Contract)

The Procurement Specialist under the general supervision of the Procurement Manager, is responsible for conducting research, participate in the procurement processes required for the acquisition of goods and services essential for the operation of the Bank. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines, polices, Public Procurement Act 2015 and Regulations.

**PRINCIPAL DUTIES & RESPONSIBILITIES**

**Key Responsibilities**

* Prepare tender notices and advertisements.
* Prepare RFQ for goods, general services and minor works.
* Obtain quotations/tenders from appropriately qualified suppliers.

**Procurement Process Management**

* Reviewing technical specifications in collaboration with stakeholders, refining terms of reference (TOR) and preparing request for proposals (RFP) and bidding documents.
* Reviewing and evaluating proposals and bids received and assisting with the process of engaging consultants and suppliers.
* Launch and manage tenders on Gojep portal to include tender closeout.
* Assist with the upload of procurement submissions and supplier performance evaluation on portal.

**Vendor Management**

* Checking invoices to ensure correct price, follow through to ensure that items ordered are received, examine the condition of items received, and ensure invoice appropriately signed for submission to Finance.
* Follow up with Finance and dispatch payment advisory to suppliers.
* Assist with following up with Departments to obtain supplier performance evaluation completed forms.

**Procurement Reporting**

* Prepare PRS-1 report to be submitted to The Ministry of Finance, and prepare procurement reports/memo’s for relevant approvals for procurement activities
* Assist with the preparation of the Quarterly Contracts Awards (QCA) report

**Minimum Required Education and Experience**

* Bachelor's degree in Public Administration, Business Administration, Management Studies, Accounting or any other related field.
* INPRI Procurement at least Level 2

***Technical/Core Competences***

* Knowledge of Government Procurement guidelines and procedures;
* Knowledge of office management principles, practices and procedures;
* Good knowledge of accounting practices as applied to procurement procedures;
* Working knowledge of computer applications
* Integrity, Interpersonal relations, teamwork and cooperation
* Time management and communication skills
* Three (3) years procurement experience, in a similar position in Government.

 Qualified applicants are invited to submit their applications by **24th June 2025** to:

**MANAGER, HUMAN RESOURCE**

**EMAIL:** [**dbjcareers@dbankjm.com**](mailto:mail@dbankjm.com)

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