

VACANCY

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

PROGRAMME MANAGER

The Green Climate Fund (GCF), the world's largest climate fund, accelerates transformative climate action in developing countries through a country-owned partnership approach and use of flexible financing solutions and climate investment expertise.

The Programme Manager is accountable for providing strategic advice, executive leadership and oversight to the Project Implementing Unit (PIU) for the GCF; and capacity support in developing project/programme proposals pipeline and resource.

PRINCIPAL DUTIES & KEY RESPONSIBILITIES

1. Guide the development of the scope, goals and deliverables of projects that support the GCF/DBJ's goals in addressing climate change.
2. Identify project resource requirements and manage resources to ensure satisfactory implementation within the scheduled timeframe to achieve expected results.
3. Contribute to the development of an overarching project pipeline strategy with an emphasis on the energy sector or cross-sectoral approaches.
4. Provide policy and structural recommendations to the General Manager for increasing the efficiency and effectiveness of the GCF Programme.
5. Coordinate all activities leading to the establishment of an appropriate governance framework and management structure, with requisite terms of reference and policies.
6. Oversee planning, origination and development and funding proposals in the pipeline for submission to donors.
7. Manage the overall operations of the Unit, including technical, administrative and finance related operations.
8. Serve as primary liaison and technical lead to implementing partnerships nationally to engender high-level buy-in, support and ownership of projects being implemented.

QUALIFICATIONS - the required **minimum** qualifications, experience and attributes:

- a) Master's degree in Natural Sciences, Economics, Development Studies, or related field
- b) Project management certification
- c) Demonstrate the ability to handle complexity and ambiguity, competing priorities and tight deadlines.
- d) Strong analytical, problem solving and decision-making skills.
- e) Excellent verbal and written communications and oral presentation skills.
- f) Strong interpersonal and networking skills with ability to build and maintain positive relationship with clients and stakeholders (local and international).
- g) Self-motivated, creative and proactive; with the ability to manage time well and meet deadlines consistently.
- h) Experience working with development partners in climate change and/or sustainable development space.
- i) Computer literacy (should be proficient at Word, PowerPoint, Excel software)
- j) At least eight (8) years of management experience ideally responsible for managing diverse teams, and portfolio of projects.

Qualified applicants are invited to submit their applications no later than **30th November 2023** to:

PROGRAMME MANAGER – GCF
EMAIL: mail@dbankjm.com