

# VACANCY

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

## GENDER SPECIALIST

The DBJ is seeking a Gender Specialist to build technical capacities in the Bank in the areas of gender responsive design, implementation and management of programs (including training in gender auditing). The Specialist will conduct gender specific sensitization and preparation activities for take up across the Bank's products, through service delivery models adapted to the needs of women entrepreneurs and businesswomen.

### PRINCIPAL DUTIES & RESPONSIBILITIES:

- a) Develop and manage a Gender Equality Policy and Action Plan (GEPAP).
- b) Drive a public education campaign to inform MSMEs and other stakeholders of the Bank's GEPAP.
- c) Design and lead all training exercises and workshops on the Bank's GEPAP to staff, MSMEs and other stakeholders.
- d) Conduct quantitative/qualitative assessments to determine effectiveness and impact of interventions.
- e) Lead, coordinate, support, and/or conduct gender analyses, effectiveness and efficacy studies, appraisal, evaluation and needs assessments as required.
- f) Identify the barriers to achieving gender equality, specifically in relation to female-owned firms' participation in DBJ's products and services.

### The required minimum qualifications, experiences, and attributes are:

- Bachelor's degree in social sciences or related field, with a focus on gender issues.
- Experience in undertaking gender analysis and diagnostic assessments.
- Experience in Gender in Business Environment, specifically in mainstreaming gender in business environment programmes. Understanding of how targeted business support can promote economic empowerment for women.
- Experience contributing to policy development/analysis/review.
- Experience in designing surveys and execution of consultative design processes via key informant interviews or focus group discussions to extract data from high level stakeholders.
- Demonstratable knowledge of the business, economic, innovation and entrepreneurship environment in Jamaica.
- Excellent critical thinking & analytical ability.
- Must be computer literate, with excellent report writing and verbal communication skills with the ability to communicate complex issues and concepts clearly and succinctly.
- Capacity to meet tight deadlines with minimum supervision.
- Five (5) years' experience in:
  - a) Women's economic empowerment, and/or gender/social inclusion; and
  - b) Project preparation, evaluation and management.

Qualified applicants are invited to submit their applications by **29<sup>th</sup> December 2023** to:

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

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