

VACANCY

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

GENERAL MANAGER - HUMAN RESOURCE DEVELOPMENT & ADMINISTRATION

This position is accountable for the provision of organization support functions to enable efficient operations in executing its mandate and the achievement of its objectives. The areas of responsibility are human resources, procurement, records management, office services and facilities management.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- a) Participate in the Bank's Strategic Planning process, with emphasis on the strategic objectives and initiatives for the HRD & Administration division, resulting in the organization's Corporate Plan and annual Budget and Operational Plan.
- b) Plan, organize and coordinate the Human Resources functions of the Bank, ensuring legal compliance and implementation of the Bank's talent strategy.
- c) Collaborate with senior management to address staffing needs and recruit the talent required to sustain and attain established corporate objectives.
- d) Manage the Performance Management System and the compensation and benefits programmes .
- e) Direct the delivery of administrative support programmes – Office Services, Registry and Facilities Management.
- f) Provide direction for the administration of the procurement function, ensuring it is efficient and remains compliant with the GOJ's established guidelines; and that DBJ has the required goods and services to deliver on its Mandate.

The required minimum qualifications, experiences, and attributes are:

- MSc in Human Resource Management, Business Administration, or MBA with specialization in HRD
- In-depth knowledge of labour law and regulations and Industrial Relations principles and practices.
- Working knowledge of GOJ Procurement guidelines and processes.
- Experience in Facilities Management
- Proficient with MS Office Suite or related software.
- Effective communication (oral and written) and presentation skills with the ability interact comfortably and effectively with personnel at all levels.
- Excellent interpersonal and conflict resolution skills.
- Excellent time management skills and ability to prioritize multiple, conflicting demands.
- Must be a team player with strong problem solving, decision-making, and organizational skills.
- Minimum of ten (10) years post qualifications related working experience with at least five (5) years at the senior management level preferably in the public sector, or in an organization of similar size.

Qualified applicants are invited to submit their applications by **9th January 2024** to:

GENERAL MANAGER, HRD & ADMINISTRATION

EMAIL: mail@dbankjm.com

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