

VACANCY

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

GENERAL MANAGER - HUMAN RESOURCE DEVELOPMENT & ADMINISTRATION

We are seeking a dynamic and experienced leader to serve as General Manager – Human Resource Development and Administration at the Development Bank of Jamaica (DBJ). In this senior role, you will shape and execute the Bank's people strategy, drive operational excellence across HR and administrative functions, and foster a high-performance culture. This is an exciting opportunity to make a meaningful impact at a leading development banking institution committed to Jamaica's growth and development.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- a) Lead the development and execution of the HRDA Cascaded Strategic Plan and Balanced Scorecard, aligned to DBJ's corporate objectives.
- b) Formulate and implement HR policies, systems, and procedures across the organisation, ensuring staff are informed and compliant with best practices.
- c) Oversee the end-to-end recruitment and selection process, develop talent management strategies, and lead onboarding and orientation programmes
- d) Manage compensation structures, benefits programmes, and performance management systems; negotiate plan renewals and develop competitive offerings to attract and retain talent.
- e) Provide strategic oversight of all administrative and facilities functions, ensuring the effective management of property, registry, security, cafeteria, and general office services to support a safe, efficient, and productive working environment.
- f) Lead and continuously improve DBJ's procurement processes, ensuring adherence to GOJ guidelines and securing the goods and services required to fulfil the Bank's mandate.
- g) Monitor compliance with employment laws, safety standards, and regulatory requirements; maintain and update the Staff Policy & Procedures Manual.
- h) Coordinate and oversee all arrangements for staff accommodation, local and overseas travel, and travel reimbursement procedures, including the administration of applicable daily subsistence allowances. Ensure that all relevant approvals from the Cabinet Office and the Ministry of Economic Growth and Job Creation (MEGJC) are secured in a timely and compliant manner.
- i) Lead the development and implementation of the division's Disaster Preparedness Plan and reviews these policies periodically and ensure alignment with the Bank's overall Plan.

The required minimum qualifications, experience, and attributes are:

- Post Graduate degree in Human Resource Management/Development, Psychology or MBA with specialization in HR
- Certification in Industrial Relations
- Certification in Procurement preferably level 4 INPRI
- Proficient in using HR metrics for decision-making and reporting to leadership
- Experience with HRIS platform implementation/management
- Proficient with MS Office Suite especially teams, outlook, PowerPoint, excel and word
- Deep knowledge of HR best practices, employment legislation, compensation design, and talent management frameworks.
- Proven track record of leading teams, mentoring talent, and driving high performance across diverse functions.
- Skilled in relationship-building, coaching, conflict resolution, and change management
- Strong organisational and project management skills with the ability to oversee complex, multi-faceted administrative operations.
- Excellent interpersonal and negotiation skills, with the ability to engage effectively at all levels of the organisation and with external partners
- 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 **July 17, 2026**, to:

MANAGER, HR

EMAIL: dbjcareers@dbankjm.com

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