

# **Job Title: Disbursement Assistant**

## **INTRODUCTION**

The Bank is seeking to recruit from among its staff, a Disbursement Assistant to work in the Procurement Policy Unit (PPU) of the Projects Department.

## **PROCUREMENT POLICY UNIT**

PPU is charged with oversight responsibility for ensuring the relevance of, and compliance with, the Bank's guidelines, policies, and procedures which govern the procurement of goods, works and services, and for managing the disbursement of funds on CDB-financed projects. Support is extended to both internal and external clients in the areas of procurement and disbursements.

## **THE ROLE**

The Disbursement Assistant (DA) is generally required to:

- Contribute to the preparation of disbursement arrangements for new projects;
- Process disbursements in a timely and efficient manner;
- Provide advisory/technical support in relation to disbursements to internal and external stakeholders;
- Provide capacity building and training to internal and external stakeholders; and
- Produce required reports on disbursement-related information and maintain relevant IT systems and databases.

The DA will report to the Disbursement Analyst in PPU. They will manage a portfolio of projects and liaise internally with the Divisions and Units responsible for project management and externally with our Borrowing Member countries (BMCs) and other agencies on administrative matters related to claims, to ensure a smooth and efficient disbursement process.

## **KEY RESPONSIBILITIES**

The incumbent will be required to:

1. Collaborate with boundary partners, including Financial Analysts and Operation Officers, primarily in the Operations Department, to support the appropriate preparation of disbursement arrangements for new projects.
2. Process disbursement applications in a timely and efficient manner in accordance with CDB's prevailing policies and procedures, including the Guidelines for Disbursements, the relevant Financing Agreement and contracts with contractors, suppliers and consultants. This will include the proactive resolution of problems working with relevant Operations Officers, Financial Analysts and other boundary partners, including the Finance Department.
3. Provide advisory/technical support, in relation to disbursements, to the relevant Divisions and Units primarily within the Projects and Economics Departments and, as necessary, to executing agencies in BMCs. Undertaking effective relationship management with appropriate staff in the BMC executing agencies will be important.
4. Provide capacity building and training to CDB Divisions and Units in the Operations Department and BMC agencies to ensure all relevant parties are familiar with disbursement policies and procedures. This will involve a blend of face-to-face and virtual approaches.
5. Prepare and maintain relevant disbursement reports and ensure all Claims IT systems and databases are appropriately managed and updated.

## **QUALIFICATIONS**

Candidates must have either:

- A Bachelor of Science degree in any of the social sciences plus five (5) years' experience working in an accounting or administrative capacity;

Or

- An Associate degree in accounting or equivalent certification plus ten (10) years' accounting/administrative experience which should include five years' experience in an accounting or administrative capacity at CDB.

Work implies frequent interaction with the following:

#### **Internal Contacts:**

- All Departments
- Service Units

#### **External Contacts:**

- High Level Government officials
- Executing Agencies
- Regional Agencies
- Non-Government Organisations and private sector entities

### **COMPETENCIES**

#### **Function-Specific Competencies**

The incumbent must have sound knowledge of:

- The strategic priorities of CDB and the Operations Area's activities and targets;
- The Bank's procedures and policies that relate to project design and implementation, particularly the Bank's Disbursement Guidelines and the eligibility requirements under the Bank's procurement policy and procedures;
- Basic accounting; and
- Data collection processes, data analysis, and records management.

The incumbent must demonstrate the ability to:

- Perform accounting/disbursement tasks and statistical analysis;
- Use all relevant CDB IT systems and standard software necessary to process claims and collate and analyse financial data;
- Draft and produce routine correspondence and reports;
- Provide advisory and capacity building services, related to disbursements to internal and external clients;
- Anticipate and proactively deal with deviations from standard operating procedures that relate to the delivery of disbursement services;
- Organise, prioritise, schedule, plan and coordinate work and other activities internally and externally, utilising sound time management skills;
- Work in a collaborative and congenial manner with colleagues in the Claims Team within PPU and boundary partners to facilitate the processing of claims;
- Use diplomacy and discretion in handling sensitive, diverse and confidential material and matters; and

- Interact at senior levels, both internally and externally, in responding to, and dealing effectively with diverse situations.

## Behavioural Competencies

The successful candidate should demonstrate a strong proficiency in the following competencies:

Competency	Definition
<b>Championing Customer Needs</b>	Calls attention to issues that impact customer satisfaction; views situations from the perspective of customers; encourages people to think about customers when making decisions and develops and sustains productive customer relationships.
<b>Communicating Effectively</b>	Consistently communicates with clarity and thoroughness to optimise audience understanding. Communicates information in a clear, concise, and timely manner. Demonstrates effective speaking and presentation skills.
<b>Delivering High Quality Work</b>	Critically reviews work processes to ensure quality; addresses problems that could impact quality.
<b>Driving for Results</b>	Bottom-line oriented and pushes self and others to achieve results. Keeps current on project status; makes sure people are aware of project status and what they need to do to keep things moving.
<b>Demonstrating Initiative</b>	Takes action on his/her own without being prompted; handles problems independently; able to resolve issues; does more than is expected or asked.

## TERMS OF APPOINTMENT

This role is a full-time position with the successful candidate being indefinitely appointed with a six-month probationary period. The salary is competitive and commensurate with qualifications and experience. The benefits package includes a pension plan, life and medical insurances.

Before you proceed to apply, please consider the following requirements:

- You must be a national of one of CDB's member countries.
- You will be required to produce evidence of any educational and professional qualifications to support your application if you are selected for an interview.
- All appointments are subject to satisfactory background checks and references.

CDB fully respects the need for confidentiality of information supplied and assures you that we will not discuss your background and interest with anyone including references, without your prior consent.

The deadline for submission of applications is **August 4, 2025** at 11:59 pm AST.

**The Caribbean Development Bank is an equal opportunity employer and values diversity. We encourage all qualified candidates to apply regardless of their racial, ethnic, religious, cultural background, gender, sexual orientation, or disabilities. Women are strongly encouraged to apply.**

**The Bank provides reasonable accommodation to individuals with disabilities who participate in the job application or interview process. Please contact us to request such accommodation.**

