

## PROCUREMENT OFFICER

### JOB SUMMARY:

The Procurement Officer is responsible for coordinating, and supervising the work and providing support and participating in the implementation of procurement and disposal activities.

Work includes the development and implementation of the organization's Procurement Plan; in keeping with legislation and regulatory requirements; developing, implementation, maintenance and communication of procurement and disposal policies and procedures; conducting research and analyzing procurement data to inform policy development; supervising support staff and providing advice and guidance on procurement and disposal related issues.

### KEY RESPONSIBILITIES:

Participates in the strategic development, implementation planning and policy formulation of the organization, bringing to bear the national legislation, agenda and statutory requirements for Procurement and Disposal.

Ensures the adherence to and implementation of all provisions of procurement and disposal services in accordance with the relevant legislation, policies, procedures, rules and regulations.

Supervises the activities of support staff involved in the provision of the procurement and disposal services.

Issues tender documents and maintains and updates the register of pre-qualified contractors.

Implements measures to identify and prevent fraudulent practices.

Updates and maintains a procurement database linked to the centralized database of the Office of Procurement Regulation and/or those of the Tobago House of Assembly.

Conducts quality control checks to ensure that contract deliverables are provided in compliance with contractual arrangements.

Provides advice and guidance on matters regarding the application of procurement and disposal legislation, policies, procedures, rules and regulations.

Liaises with the Procurement Regulations authorities to obtain advice and guidance on the interpretation and application of procurement and disposal policies, procedures, and legislation.

Conducts research and analyzes data on performance related issues pertaining to procurement and disposal reports findings and makes recommendations for improvements.

Participates in the implementation of the performance management system related to public procurement and disposal.

Participates in the drafting of preliminary budgetary estimates of expenditure for the Procurement and Disposal.

## KEY TECHNICAL COMPETENCIES

- Extensive knowledge and awareness of procurement-related legislation (the Act and Public Procurement and Disposal of Public Property Regulations, laws, and relevant codes of conduct), and their practical application.
- Understanding of the implications and effects of the Act and Public Procurement and Disposal of Public Property Regulations on the procurement function.
- Understanding of supply chain management principles, including demand forecasting, inventory management, supplier relationship management, and logistics.
- Ability to identify potential suppliers, monitor supplier performance, and reliability.
- Ability to conduct market research, evaluate bids and proposals, negotiate contracts, and manage relationships with vendors and suppliers.
- Proficiency in drafting, reviewing, and managing contracts, including understanding terms and conditions, negotiating pricing and service level agreements, and ensuring compliance.
- Knowledge of budgeting and financial principles relevant to procurement, such as cost analysis, total cost of ownership (TCO), return on investment (ROI), and cost-saving strategies.
- Skills in identifying and assessing procurement risks, including legal, financial, operational, and reputational risks, and implementing strategies to mitigate these risks.
- Data Analysis and reporting of procurement information, generating reports, insights to support decision-making
- Proficiency in using procurement-related software and technologies, such as e-procurement systems, contract management tools, and data analytics platforms.
- High ethical standards and compliance, transparency, fairness, and conflict of interest policies, ensuring compliance with all governmental regulations and institutional policies.
- Project Management familiarity to effectively plan, coordinate, and execute procurement projects, ensuring timely delivery of goods and services.
- Customer focused acumen and orientation
- Confidentiality

## **QUALIFICATIONS & EXPERIENCE:**

- Bachelor of Sciences Degree in Management or a related field and level 6 professional Diploma in Procurement and Supply Chain
- Five (5) to seven years experience in the area of procurement and disposal of public property and training