



# Government of Trinidad and Tobago

## JOB DESCRIPTION CONTRACTUAL POSITION

### JOB TITLE: PUBLIC PROCUREMENT OFFICER

### JOB SUMMARY:

The incumbent is required to co-ordinate and supervise the work and provide support and participate in the implementation of procurement and disposal activities and in the provision of related services in a Ministry/Department. Work includes interpreting and applying procurement and disposal policies and procedures; conducting research and analysing procurement data to inform policy development; participating in the implementation of the Annual Procurement and Disposal Plan; supervising support staff and providing advice and guidance on procurement and disposal related issues.

### REPORTS TO:

Administrative Officer V

### SUPERVISION GIVEN TO:

Other Support Staff

### DUTIES AND RESPONSIBILITIES:

- Participates in the implementation of the Annual Procurement and Disposal Plan, programmes and projects to support the overall strategic objectives of the Ministry / Department.
- Participates in the provision 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 the public procurement database of the Ministry/Department which is linked to the centralised database of the Office of Procurement Regulation.
- 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 Office of Procurement Regulation to obtain advice and guidance on the interpretation and application of procurement and disposal policies, procedures, and legislation.
- Conducts research and analyses data on performance related issues pertaining to procurement and disposal reports findings and makes recommendations for improvement to the Procurement and Disposal Performance Management System.
- 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 Unit.
- Drafts Notes for Cabinet, circulars, memoranda, manuals and other documents related to procurement and disposal matters.
- Performs other related duties.

## KNOWLEDGE, SKILLS AND ABILITIES

### KNOWLEDGE:

- Considerable knowledge of the principles, practices, methods and techniques of procurement and disposal management.
- Considerable knowledge of legislation, policies, procedures, rules and regulations related to public procurement and disposal management.
- Knowledge of research methods, principles and techniques.
- Knowledge of supply market operations.
- Knowledge of relevant computer applications, including e-procurement.
- Basic knowledge of the principles of fraud detection.

### SKILLS AND ABILITIES:

- Ability to use e-procurement software applications.
- Ability to use the internet for research purposes.
- Ability to analyse and evaluate data and identify trends in procurement and disposal management.
- Ability to interpret legislation, policies, procedures, rules and regulations pertaining to the procurement and disposal of public property.
- Ability to supervise support staff engaged in the provision of procurement and disposal services.
- Ability to make decisions within approved policy frameworks.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare reports.
- Ability to exercise tact and diplomacy in the performance of duties.
- Ability to maintain confidentiality and integrity in the performance of duties.
- Ability to establish and maintain effective working relationships with associates and other stakeholders.

### MINIMUM EXPERIENCE AND TRAINING:

- Experience in the area of procurement and disposal of public property.
- Training as evidenced by a recognised degree in Management Studies, Public Sector Management, Finance, Law, Economics or Marketing; supplemented by certification in Procurement and Supply, Procurement Management or Supply Chain Management from an accredited institution; or any equivalent combination of experience and training.