

# Tourism Trinidad Limited

## Job Description

Revision Date: 2019 November

<b>TTL JD 10</b>	
<b>Tourism Trinidad Limited</b>	
<b>Job Description</b>	
<b>Job Title: Senior Procurement Officer</b>	
<b>Job Summary:</b> The incumbent is responsible for the full lifecycle of the procurement of goods, works and services to support the organisation and the planning, organization and supervision of the work of professional and other support staff engaged in the provision of procurement and disposal services. Work includes formulating the procurement and disposal strategies and managing related programmes and projects; developing the annual procurement and disposal plan and procedural guidelines; overseeing the implementation of plans and performance management systems related to public procurement and disposal; collaborating on the development of tender documents; developing training and information programmes; liaising with the Office of Procurement Regulation on procurement and disposal issues and making recommendations for the revision or development of new policies and procedures.	
<b>Reports to:</b>	<b>Manager, Corporate Services</b>
<b>Supervision Given to</b>	<b>Procurement Officer</b>
<b>Duties and Responsibilities</b>	
<ul style="list-style-type: none"><li>Plans, organizes, co-ordinates and supervises the work of a group of professional and other support staff engaged in the provision of procurement and disposal services in the organization.</li><li>Formulates the procurement and disposal strategic plan, in consultation with the organization's management team and develops strategies and programmes / projects to facilitate achievement of the stated objectives.</li><li>Develops the organization's annual procurement and disposal plan.</li><li>Reviews, develops and maintains relevant procurement and disposal procedural manuals and other procurement and disposal planning tools.</li><li>Manages the implementation of procurement and disposal programmes and projects to support the achievement of the objectives stated in the procurement and disposal strategic plan.</li></ul>	

- Consults with the Office of Procurement Regulation to obtain advice and guidance on the interpretation and application of procurement and disposal legislation, policies, and procedures.
- Oversees the implementation of procurement and disposal activities to ensure that suppliers and contractors are in compliance with the Public Procurement and Disposal of Property Act.
- Oversees the implementation of the performance management system related to public procurement and disposal in the organisation and monitors and evaluates its effectiveness and efficiency.
- Manages the pre-qualification process and collaborates with the Manager, Corporate Services to develop tender documents, prepare bid packages and other procurement activities.
- Oversees the activities involved in the implementation of measures to identify and prevent fraudulent practices.
- Oversees the maintenance of the public procurement database of the organisation which is linked to the centralised database of the Office of Procurement Regulation.
- Drafts preliminary budgetary estimates of expenditure for the Procurement and Disposal Unit in collaboration with the Manager, Corporate Services.
- Develops procurement and disposal related training and information programmes in consultation with the Manager, Corporate Services
- Provides advice, guidance and support on complex procurement and disposal issues, pertaining to the interpretation and application of relevant legislation, policies, procedures, rules and regulations.
- Reviews existing policies for the provision of procurement and disposal services and makes recommendations for the revision or development of new policies, as required.
- Reviews and analyses reports, proposals, circulars and other documents for accuracy and makes appropriate amendments.
- Prepares reports and other documents in relation to complex assignments and submits reports and/or recommendations, as required.
- Collates client feedback, information on trends and existing procurement and disposal policies and procedures and recommends revision or the development of new policies and procedures.
- Serves as a resource person on procurement and disposal matters at training courses, seminars and workshops.
- Conducts negotiations with suppliers on behalf of the organization.
- Reviews complete tender packages, requests for proposals, terms of references, scope of works, and technical specifications.
- Represents the organisation on committees and at meetings, conferences and other fora, as required.
- Collaborates with the Finance and Accounts Unit to ensure all approved payments are completed on time.
- Prepares independent company estimates of price and schedule
- Performs other related duties.

<b>Knowledge Skills and Abilities</b>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Considerable knowledge of the principles, practices, methods and techniques of procurement and disposal management.</li> <li>• Considerable knowledge of legislation, policies, procedures, rules and regulations related to public procurement and disposal management.</li> <li>• Knowledge of research methods. principles and techniques.</li> <li>• Knowledge of supply market operations.</li> <li>• Knowledge of the principles and methods of strategic planning and project management.</li> <li>• Knowledge of relevant computer applications, including e-procurement.</li> <li>• Basic knowledge of the principles of fraud detection or forensic analysis</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Sound investigative, analytical, critical thinking, problem solving and decision-making skills</li> <li>• Ability to co-ordinate the activities of a group of professional and other support staff.</li> <li>• Ability to use e-procurement software applications.</li> <li>• Ability to analyse and evaluate data and trends and make informed recommendations.</li> <li>• Ability to interpret legislation, policies, procedures, rules and regulations pertaining to the procurement and disposal of public property.</li> <li>• Ability to think critically, solve complex problems and make decisions within approved policy frameworks.</li> <li>• Ability to meet critical deadlines.</li> <li>• Ability to exercise tact and diplomacy in the performance of duties</li> <li>• Ability to maintain confidentiality and integrity in the performance of duties.</li> <li>• Ability to communicate effectively both orally and in writing,</li> <li>• Ability to prepare comprehensive reports and policy documents.</li> <li>• Ability to establish and maintain effective working relationships with associates and other stakeholders.</li> </ul>
<b>Minimum Experience and Training</b>	
<p>Considerable experience in the area of Procurement Management, including at least four (4) years at a supervisory or managerial level.</p> <p>Training as evidenced by a recognised Degree from an accredited institution in Management Studies, Public Sector Management, Finance, Law, Economics, Project Management, Procurement or Marketing.</p> <p>Advanced Certificate in Procurement and Supply, Procurement Management or Supply Chain Management from an accredited institution; or any equivalent combination of experience and training.</p>	