

Ref#: C013



GOVERNMENT OF TRINIDAD AND TOBAGO

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: PROCUREMENT SUPPORT OFFICER

JOB SUMMARY:

The incumbent is required to provide support in the execution of procurement, retention and disposal functions in accordance with the Public Procurement and Disposal of Public Property Act and established procurement procedures. Duties involve supporting the implementation of the Ministry/Department's Annual Procurement and Disposal of Public Property Plan; assisting in the preparation of tender documents; reviewing bid submissions for compliance with procurement legislations; supporting the evaluation process for the award of contracts; and liaising with internal and external stakeholders to facilitate transparent and accountable procurement practices. The incumbent is also responsible for providing assistance in maintaining the Ministry/Department's document management system.

REPORTS TO:

Procurement Officer or designated superior

SUPERVISION GIVEN TO:

Nil

DUTIES AND RESPONSIBILITIES:

- Provides support in the implementation of the Annual Procurement and Disposal of Public Property Plan of the Ministry/ Department, inclusive of the gathering and analyses of procurement data, ensuring alignment with the Ministry/Department's financial budget and its timely publication on the internal website.
- Assists in drafting tender documents such as invitations for tenders and Requests for Proposals, in providing guidance and advice on tendering procedures and in the opening of tenders.
- Receives and reviews bid submissions to verify consistency with tender invitations, Requests for Proposals and compliance with relevant legislations.
- Provides assistance in reviewing evaluation reports and in the preparation of notes with recommendations for the award of contracts, for submission to the Procurement and Disposal Advisory Committee and approval of the accounting officer, arranges for the issuance of confirmation of the availability of funds, prepares and issues letters of award or rejection to contractors and memoranda to relevant Divisions/Units within the Ministry.
- Provides assistance in the review of requests for Disposal of Public Property from Divisions/Units within the Ministry/Department, in preparing notes to the Procurement and Advisory Committee for review and approval of the accounting officer, submits file with notes for the recommendation of the Disposal Committee and issues letters / memoranda of approval to the entity.
- Provides assistance in generating lists of pre-qualified and registered suppliers of goods and services and contractors for the Ministry/Department in the Procurement Depository and the Ministry/Department's Internal Registry, ensuring compliance with the necessary qualifications, standards and regulatory requirements, maintains and updates same.

- Provides support in the submission of relevant documents to the Legal Department of the Ministry/Department for the preparation of draft Contract Agreements and in reviewing and providing comments on same.
- Provides support in the assessment of subject matter experts and other members of the Evaluation Committee and the Procurement Disposal Advisory Committees to ensure suitability and integrity and ability to adhere to ethical standards in procurement and disposal proceedings.
- Assists in maintaining a document management system to ensure efficient record-keeping and retrieval of procurement, retention disposal and contract management activities, and documents all stages of the procurement and disposal cycles.
- Provides assistance in the preparation of quarterly reports for review and submission to the Office of Procurement Regulation.
- Assists in compiling monthly reports to monitor and evaluate effectiveness and efficiency in the application of measurement of tools in the implementation of procurement, retention and disposal functions.
- Provides assistance in the preparation of notices/memoranda to relevant employees in respect of decisions taken by the Office of Procurement Regulation to ensure the effective implementation of the procedural procurement guidelines.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

<p>KNOWLEDGE:</p>	<ul style="list-style-type: none"> ▪ Knowledge of the principles, practices, methods and procedures of procurement, retention and disposal management. ▪ Knowledge of legislation, policies, procedures, rules and regulations related to public procurement and disposal management. ▪ Knowledge of research methods, principles and techniques. ▪ Knowledge of relevant computer applications, including e-procurement. ▪ Basic knowledge of the Financial Regulations and Instructions.
<p>SKILLS AND ABILITIES:</p>	<ul style="list-style-type: none"> ▪ Skill in the conduct of research. ▪ Time management and organizational skills. ▪ Ability to work efficiently within time constraints or critical deadlines. ▪ Ability to draft clear and precise tender documents and proposals. ▪ Ability to review and evaluate bid submissions accurately. ▪ Ability to interpret legislation, policies, procedures, rules and regulations pertaining to procurement and disposal of public property. ▪ Ability to maintain confidentiality and integrity in the performance of duties. ▪ Ability to communicate effectively both orally and in writing. ▪ Ability to understand and follow oral and written instructions. ▪ Ability to establish and maintain effective working relationships with other members of staff and clients.

MINIMUM EXPERIENCE AND TRAINING:

- Experience in the area of procurement, retention and disposal of public property and training as evidenced by the possession of a Diploma in Business Management, Public Sector Management or a related field supplemented by a Level 4 Diploma in Procurement and Supply or equivalent certification from an accredited institution or any equivalent combination of experience and training.

