



TOBAGO HOUSE OF ASSEMBLY

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB SUMMARY: Public Procurement Supervisor

The incumbent is required to plan, organize and supervise the activities of professional and other staff involved in the development of significant procurement and disposal strategies and in the undertaking of procurement and disposal actions under the rules and regulations.

REPORTS TO:

Manager, Public Procurement Supervisor

SUPERVISION GIVEN TO:

Assistant Manager, Public Procurement Supervisor

DUTIES AND RESPONSIBILITIES

- Plans, organises and supervises the work of a group of professional staff engaged in the development and implementation of significant procurement strategies.
- Participates in and provides significant input into the formulation and management of the Division's/Department's procurement programmes and projects to support its overall strategic business objectives, and determines strategies and procedures for implementation.
- Consults, as necessary, with other Divisions/ Departments and with the Procurement Control Office to obtain advice and guidance on the interpretation and application of procurement and disposal policies, procedures and legislation.
- Participates and makes recommendations in respect of the Division's/Department's procurement and disposal strategic planning and change management processes.
- Manages pre-qualification activities including recommending the evaluation team, preparation of bid packages, registering of tenders and arranging bid conferences.
- Provides advice and guidance regarding the interpretation and application of procurement and disposal policies, procedures, rules and regulations.
- Formulates procurement and disposal related training and information programmes in consultation with the Procurement Control Office and coordinates the activities of staff engaged in the development, execution and evaluation of such training programmes.
- Performs due diligence checks to ensure that suppliers and contractors are in compliance with the Public Procurement and Disposal of Property Act which serves as a resource material or/and serves as a resource person at training courses, seminars and workshops on procurement and disposal.
- Trains, coaches and mentors staff to ensure effective job performance.
- Assists in reviewing and analysing reports, proposals, draft Executive Council/Cabinet/ Secretarial/Ministerial Notes, Circulars and other documents in order to assess quality and accuracy of content and makes appropriate recommendations.
- Undertakes the more complex work assignments including the preparation of Executive Council /Secretarial/Cabinet/Ministerial Notes, internal notes and other documents and submits reports and/or recommendations as required. Reviews client feedback, trends and existing procurement and disposal policies and procedures, and recommends revision or the development of new policies and procedures.
- Participates in or presides over meetings and discussions with representatives of Divisions/Departments, Ministries, recognized businesses, industries, professional and locals associations, in respect of Procurement and Disposal matters and presides over formal meetings and debriefing with potential and actual suppliers.
- Oversees the implementation of the Procurement and Disposal Performance Management System in the Division/ Department in order to ensure that activities are accomplished effectively and in a timely manner.
- Monitors and reviews the issuing of tender documents – Terms of Reference, Technical Specifications and Scope of Works, and other procurement activities.
- Assists in the preparation and maintenance of relevant procurement and disposal procedural manual, desk manuals, workflow charts, data manuals and other procurement and disposal planning tools.
- Participates in the preparation of the budgetary estimates of the procurement and disposal function of the Division/Department.
- Represents the Division /Department on committees and at meetings and other forums as required.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the principles, practices, methods and techniques of procurement and disposal management.
- Considerable knowledge of government policies, procedures, rules and regulations related to procurement and disposal management.
- Considerable knowledge of public procurement and financial legislation, rules, policies and procedures.
- Knowledge in research methods, principles and techniques.
- Knowledge of the operation of significant supply markets.
- Knowledge of the principles and methods of strategic planning and project management.

Skills and Abilities

- Proficiency in the use of Microsoft Office Suite. The Ability to use the internet for research purposes.
- Skill in the use of Personal Computers. Ability to use e-procurement technology platforms.
- Ability to plan, organise and supervise/lead a group of professional and other support staff engaged in developing strategy and implementing significant procurement actions.
- Ability to analyse and evaluate data and trends and make informed recommendations.
- Ability to solve complex problems and make decisions within approved policy frameworks.
- Ability to exercise tact and diplomacy in the performance of duties.
- Ability to observe and maintain confidentiality in the performance of duties.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare comprehensive reports and policy briefs.
- Ability to establish and maintain effective working relationships with associates, other public services employees, representatives of recognized businesses, industries, professionals and local associations and with potential and actual suppliers.

MINIMUM EXPERIENCE AND TRAINING:

Considerable experience performing duties in Procurement Management including at least two (2) years at a Supervisory level. Training as evidenced by a recognized University degree in Procurement Management; Business Management; Finance; Marketing supplemented by core courses in Procurement or any equivalent combination of experience and training.

Deadline and Submission Information

Deadline, Friday 16th October, 2020. All applications and supporting documents should be sent via email to ocs.recruitment@tha.gov.tt. Cover letters should be addressed to the Chief Administrator, Tobago House of Assembly. Only shortlisted applicants will receive feedback with regard to submission.