



TOBAGO HOUSE OF ASSEMBLY

POSITION DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: Contract Specialist
JOB SUMMARY:

The incumbent is required to work closely with Divisions in the management of contracts within the terms identified in the contract management plan, as set out in the approved procurement or disposal strategy. He/She is also expected to accept responsibility and accountability for managing the delivery of contracts for the THA's annual supplies and services, ensuring compliance with applicable procurement laws, regulations, policies and procedures. Duties include assisting in setting procurement standards and reviewing the Assembly-wide procurement system; performing pre-qualification studies; preparing tender documents as well as monitoring and reporting progress, in writing, on contract deliveries, on agreed schedules to the Manager, Public Procurement; recording details of supplier/contractor performance into relevant information systems; assisting Divisions with the completion of close-out reports that are placed on the original significant procurement or disposal file, which includes an assessment of supplier/contractor performance under the key performance indicators identified in the contract management plan, and as formally agreed with the supplier/contractor, as well as organisational lesson learned from the deliveries of the contracts. Depending on work assignment, the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO: Assistant Manager, Public Procurement or any other duly designated Officer

SUPERVISION GIVEN TO: Professional and support staff of the Procurement Control Office

DUTIES AND RESPONSIBILITIES:

- Conducts the tender process for annual supplies and services for the Tobago House of Assembly (THA) and for such goods and services.
- Develops the Contract Management Plan and manages the annual contracts within the terms identified in the plan as set out in the approved procurement or disposal strategy.
- Monitors and liaises with the relevant Officer in charge of the user or programme executing unit, Division(s) Public Procurement Officers, or any other duly assigned officer on the progress of contract delivery on an agreed schedule and reports in writing on progress to the Manager, Public Procurement.
- Oversees the tendering process from the pre-qualification stage through to the final bid submission, award of contract and engagement close-out.
- Assists Divisions in the completion of close-out reports, which will include an assessment of supplier/contractor performance under the key performance indicators identified in the Contract Management Plan, and as formally agreed with the suppliers/contractors, as well as organizational lessons learned from the delivery of contracts.
- Assists Divisions, where necessary, in conducting pre-qualification exercises to establish and maintain Divisional databases of approved contractors.
- Actively contributes to the development and implementation of all rules and procedures governing the THA's tendering and contract processes, ensuring compliance with internal and governmental controls and regulations.
- Acts as a liaison between the THA and annual suppliers, to ensure that all queries are dealt with in a timely manner.
- Liaises with contractors with respect to the tendering for the provision of supplies, equipment, material and services; also to obtain information on prices and availability.
- Assists in setting standards, competence levels and certification requirements to promote best practices in procurement.
- Assists in the updating and issue of model handbooks, incorporating standardized bidding documents, procedural forms and relevant documents for use in public procurement, retention and disposal of public property.
- Provides best practice advice in the conduct of procurement activities, including the promotion of electronic transactions and the use of technology in public procurement as well as the retention and disposal of public property.
- Undertakes research and surveys with respect to public procurement and disposal of public property.
- Prepares and maintains a THA comprehensive database of pre-qualified contractors and suppliers.
- Prepares and maintains a comprehensive database of information on public procurement, including information on tenders received, the award and value of contracts and such other information of public interest as the Procurement Control Office thinks fit.
- Reviews the Assembly's procurement system to ensure compliance with the relevant legislations.
- Investigates and responds to complaints from any party involved in the procurement system within a particular Division (s).

- Provides assistance and guidance to staff in resolving problems, conflicts, and protests arising during the procurement process from bid process to contract execution
- Prepares and maintains a list of pre-qualified mediators, arbitrators and experts for the purposes of alternative dispute resolution under this Act.
- Establishes, implements and maintains a contractor performance management system to assess indicators such as capability, quality and delivery.
- Prepares regular status reports on ongoing tendering and evaluation activities undertaken by Divisions.
- Prepares evaluation reports and other corresponding documents in accordance with standard templates for approval and sign off.
- Serves primarily as the Secretary to the Tenders and Evaluation Committee and serves as a panelist where so requested, and attends meetings on procurement matters as required
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

- Considerable knowledge of the relevant laws, regulations, policies and procedures governing the procurement of supplies, equipment, material and services in the Public Service.
- Considerable knowledge of the principles, practices, methods and techniques of procurement and disposal.
- Knowledge of the procurement policies and procedures of international lending agencies.
- Considerable knowledge of government's tendering procedures.
- Knowledge of the sources of supplies, equipment, materials and services, their availability and market prices and trends.
- Knowledge of stores management and inventory control.
- Some knowledge of the principles and practices of Project Management.
- Knowledge of research methods, principles and techniques.

SKILLS AND ABILITIES

- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Ability to use e-procurement technology platforms.
- Ability to interpret and apply laws, regulations and procedures pertaining to procurement in the Public Service and international lending agencies.
- Ability to research the marketplace for new products, sources of supplies, material and equipment.
- Ability to analyze and evaluate data and trends in procurement and disposal, and make recommendations.
- Ability to solve problems and make decisions within approved policy frameworks.
- 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 service employees, representatives of recognized business, industry, professional and local associations and with potential and actual suppliers.
- Ability to negotiate effectively with contracted providers of goods and services.
- Ability to observe and maintain confidentiality in the performance of duties.

MINIMUM EXPERIENCE AND TRAINING:

- Considerable experience performing duties in procurement and contract management.
- Training as evidenced by a recognized University degree in Procurement Management, Project Management, Business Management, Finance, Marketing supplemented by core courses in procurement or any equivalent combination of training and experience.

APPLICATION INSTRUCTIONS

Please **email** your application letter along with a detailed Curriculum Vitae and the names and contacts of two (2) references to:

**Manager, Human Resource
Human Resource Management Unit
Office of the Chief Secretary, Tobago House of Assembly**

ocs.recruitment@tha.gov.tt

Closing date for the receipt of all applications - Friday 5th March, 2021