



## TOBAGO HOUSE OF ASSEMBLY

### POSITION DESCRIPTION CONTRACTUAL POSITION

**JOB TITLE:** Public Procurement Supervisor  
**JOB SUMMARY:**

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. Duties include participating in the formulation and development of the Division's/Department's procurement and disposal programmes and projects; supervising the preparation and delivery of procurement related training programmes; reviewing and making recommendations to the Procurement Control Office for the award of contracts following low value/low risk procurement actions, revisions of procurement and disposal policies and procedures; undertaking the more complex work assignments; and representing the Division/Department at meetings with recognized business, industry and local associations and other Divisions/Departments.

**REPORTS TO:** Administrator or any other duly authorized officer

**SUPERVISION GIVEN TO:** Public Procurement Officers and other support staff

#### **DUTIES AND RESPONSIBILITIES:**

- Plans, organizes 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.
- 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 analyzing 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 business, industry, professional and local associations in respect of Procurement and Disposal matters and presides over formal meetings and debriefings 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 manuals, 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 fora as required.
- Performs related work as required.

## KNOWLEDGE, SKILLS AND ABILITIES:

### KNOWLEDGE:

- 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.
- 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 analyze 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 service employees, representatives of recognized business, industry, professional 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.

## 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**