



TOBAGO HOUSE OF ASSEMBLY  
OFFICE OF THE CHIEF SECRETARY

PROCUREMENT CONTROL OFFICE

## CONTRACTUAL POSITION

**JOB TITLE:** Director, Public Procurement

**JOB SUMMARY:**

The incumbent is required to plan, organise, direct and provide overall management and coordination of the activities of professional and other support staff engaged in the provision of oversight, advisory and risk management services in public procurement and disposal of public property in the Tobago House of Assembly (THA). Work includes directing the formulation and implementation of the THA's procurement strategy and programmes to support the overall strategic objectives and operational plans; advising on complex procurement (retention) and disposal issues; directing and coordinating related activities in the areas of change management, performance management and capacity development; monitoring and evaluation; contract management, audit and investigation; and risk management.

**REPORTS TO:** Chief Administrator

**SUPERVISION GIVEN TO:** Professional and support staff of the Procurement Control Office (PCO)

**DUTIES AND RESPONSIBILITIES:**

- Plans, organises, directs and coordinates the work of a group of professional and other support staff engaged in the provision of oversight, advisory and risk management services in procurement and disposal services in the Procurement Control Office.
- Oversees the provision of public procurement and disposal of public property services in the Assembly ensuring all related activities are in accordance with the Public Procurement and Disposal of Public Property Act and its Regulations.
- Collaborates with the Divisions in the formulation of organisational level procurement and disposal strategies, programmes and projects.
- Harmonises policies, systems, practices and handbooks in relation to public procurement activities and the disposal of public property Assembly-wide.
- Directs the conduct of research activities to monitor and evaluate the effectiveness and efficiency of the Procurement and Disposal function and recommends necessary changes.
- Leads and coordinates Procurement and Disposal organisational transformation and change efforts of the Assembly.
- Leads in the development of performance standards for the execution of

procurement and disposal functions Assembly-wide.

- Provides best practice advice in the conduct of procurement activities, including the promotion of electronic transactions.
- Establishes an Assembly-wide system to assess risk by applying appropriate tools such as SUPREM or other applicable risk assessment tools.
- Establishes a comprehensive Assembly-wide database of information on public procurement, including information on tenders received, the award and value of contracts and such other information of public interest.
- Establishes 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 Office thinks fit.
- Coordinates regular audits and annual reviews of the system of procurement and disposal of public property to ensure compliance with the objectives of the Act and identify best practices.
- Directs investigations, on the PCO's own initiative or upon complaint(s) from any party involved in public procurement or disposal of public property or any member of the public, any alleged or suspected breach of this Act.
- Ensures all Divisional Units submit the required information, i.e., Annual Procurement Plan, Annual Procurement Performance Report, Quarterly Reports etc. to the Office of the Procurement Regulation in a timely manner.
- Promotes and champions the use of technology in public procurement (retention) and disposal of public property.
- Prepares quarterly reports on the operations of the procurement system within the THA and lay same in the Assembly Legislature.
- Develops and monitors the implementation of training programmes against the training standards, competence levels and certification requirements set by the Office of the Procurement Regulation to promote best practices in procurement.
- Promotes the awareness of public bodies and the public to issues relating to public procurement and disposal of public property.
- Serves as a resource person at courses, seminars and workshops on Procurement and Disposal.
- Reviews and analyses reports, proposals, drafts Executive Council/Secretarial/Cabinet/Ministerial Notes, circulars and other documents in order to assess quality and accuracy of content and makes appropriate recommendations.
- Prepares the more complex Executive Council/Secretarial/Cabinet/Ministerial Notes, internal notes and other documents.
- Participates in or presides over meetings and discussions with representatives of Divisions/Departments, Ministries, recognised business, industry, professional and local associations in respect of procurement and disposal matters.
- Represents the Tobago House of Assembly/Divisions on committees, meetings and other fora, including those of the Office of Procurement Regulation.
- Performs related work as assigned.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of the principles, practices, methods and techniques of procurement and disposal management.

- Extensive knowledge of Government policies, procedures, rules, laws and regulations related to procurement and disposal
- Considerable knowledge of financial legislation, rules, regulations and policies.
- Considerable knowledge of supply market operations.
- Considerable knowledge of principles and techniques of strategic planning and project management.
- Knowledge of research methods, principles and techniques.
- Skill in the use of Microsoft Office Suite.
- Ability to use the internet for research purposes.
- Ability to plan, organise, direct and coordinate the work of professional and other support staff engaged in the provision of procurement and disposal services in a Division/Department.
- Ability to interpret policies and procedures to identify work problems and direct staff to their solutions.
- Ability to provide leadership and vision.
- Ability to analyse and evaluate data and trends and make appropriate recommendations.
- Ability to exercise tact and diplomacy in the performance of duties.
- Ability to solve complex problems and make decisions within approved policy frameworks.
- Ability to work expeditiously within tight deadlines.
- Ability to observe and maintain confidentiality in the performance of duties.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationship with associates, other public service employees, representatives of recognised associations, actual and potential suppliers and the public.

#### MINIMUM EXPERIENCE AND TRAINING:

- Extensive experience performing duties in procurement, including at least seven (7) years at a management/supervisory level.
- Training as evidenced by a recognised degree in Procurement Management, Supply Management, Business Management, Finance or Marketing, supplemented by an Advanced Diploma in Procurement and Supply or an International Diploma in Supply Chain Management from an accredited institution. A Master's degree in Procurement or any of the above related fields would be considered an asset; 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](mailto:ocs.recruitment@tha.gov.tt)

Closing date for the receipt of all applications - 14<sup>th</sup> October, 2022