



**TOBAGO HOUSE OF ASSEMBLY
OFFICE OF THE CHIEF SECRETARY**

**PROCUREMENT CONTROL OFFICE
DIVISIONAL PROCUREMENT UNIT**

CONTRACTUAL POSITION

JOB TITLE: Manager, Public Procurement
JOB SUMMARY:

The incumbent is required to plan, organise, direct and supervise the activities of professional and other support staff engaged in the provision of procurement and disposal services in the Tobago House of Assembly (THA). Work includes formulating procurement and disposal strategies and developing related programmes and projects, developing and monitoring the implementation of the Annual Procurement and Disposal Plan, developing the draft handbook of procedural guidelines, monitoring and evaluating the effectiveness and efficiency of the procurement and disposal function, consulting with the Office of Procurement Regulation on procurement and disposal issues, reviewing existing policies and procedures and recommending the revision or development of new policies and procedures.

REPORTS TO:

REPORTS TO:

Chief Administrator

SUPERVISION GIVEN TO:

Supervisor Public Procurement

Public Procurement Officer, and other support staff.

DUTIES AND RESPONSIBILITIES:

- Plans, organises, directs and supervises the work of professional and other support staff engaged in the provision of procurement and disposal services in a Ministry/Department.
- Formulates the procurement and disposal strategic plan, in consultation with the organisation's management team and develops programmes and projects to facilitate the achievement of objectives articulated in the plan.
- Develops the Annual Procurement and Disposal Plan of the Ministry/Department and oversees its implementation.
- Develops and maintains the Procurement and Disposal handbook for the Ministry/Department, in accordance with the Model Handbook issued by the Office of the Procurement Regulation, for approval by the Office of Procurement Regulation.
- Develops measures to identify and prevent fraudulent practices in accordance with guidelines prescribed by the Office of Procurement Regulation.
- Conducts periodic checks to ensure maintenance of the public procurement database of the Ministry/Department which is linked to the centralised database of the Office of Procurement Regulation.
- Monitors the work of the Unit to ensure that all procurement and disposal activities are in accordance with relevant legislation, such as the Public Procurement and Disposal of Public Property Act, and with policies and guidelines issued by the Office of Procurement Regulation.
- Monitors and evaluates the effectiveness and efficiency of the procurement and disposal functions through the

- application of performance measurement tools, and recommends changes, as necessary.
- Manages pre-qualification activities by providing guidance and advice on procurement activities, such as the development of tender documents, preparation of bid packages, registering of tenders, arranging bid conferences and recommending the evaluation team.
 - Collaborates with the Office of Procurement Regulation to obtain advice and guidance on the interpretation and application of procurement and disposal policies and procedures to ensure compliance with relevant legislation, such as the Public Procurement and Disposal of Public Property Act.
 - Provides advice, guidance and support on the more complex procurement and disposal issues pertaining to the interpretation and application of relevant legislation, policies, procedures, rules and regulations.
 - Reviews existing policies for the provision of procurement and disposal services and makes recommendations for the revision or the development of new policies and procedures in keeping with best practices.
 - Plans, organises, directs and supervises the work of professional and other support staff engaged in the provision of procurement and disposal services in a Ministry/Department.
 - Formulates the procurement and disposal strategic plan, in consultation with the organisation's management team and develops programmes and projects to facilitate the achievement of objectives articulated in the plan.
 - Develops the Annual Procurement and Disposal Plan of the Ministry/Department and oversees its implementation.
 - Develops and maintains the Procurement and Disposal handbook for the Ministry/Department, in accordance with the Model Handbook issued by the Office of the Procurement Regulation, for approval by the Office of Procurement Regulation.
 - Develops measures to identify and prevent fraudulent practices in accordance with guidelines prescribed by the Office of Procurement Regulation.
 - Conducts periodic checks to ensure maintenance of the public procurement database of the Ministry/Department which is linked to the centralised database of the Office of Procurement Regulation.
 - Monitors the work of the Unit to ensure that all procurement and disposal activities are in accordance with relevant legislation, such as the Public Procurement and Disposal of Public Property Act and with policies and guidelines issued by the Office of Procurement Regulation.
 - Monitors and evaluates the effectiveness and efficiency of the procurement and disposal functions through the application of performance measurement tools, and recommends changes, as necessary.
 - Manages pre-qualification activities by providing guidance and advice on procurement activities, such as developing tender documents, preparation of bid packages, registering of tenders, arranging bid conferences and recommending the evaluation team.
 - Collaborates with the Office of Procurement Regulation to obtain advice and guidance on the interpretation and application of procurement and disposal policies and procedures to ensure compliance with relevant legislation, such as the Public Procurement and Disposal of Public Property Act.
 - Provides advice, guidance and support on the more complex procurement and disposal issues pertaining to the interpretation and application of relevant legislation, policies, procedures, rules and regulations.
 - Reviews existing policies for the provision of procurement and disposal services and makes recommendations for the revision or the development of new policies and procedures in keeping with best practices.
 - Develops budgetary estimates for the Procurement and Disposal Unit and participates in the preparation of estimates of expenditure relating to the procurement and disposal function of the Ministry/Department in accordance with financial guidelines.
 - Reviews and analyses reports, proposals, draft Notes for Cabinet, circulars and other documents for accuracy, clarity and comprehensiveness and makes appropriate amendments as required.
 - Writes the more complex Notes for Cabinet and other documents.
 - Serves as a resource person on procurement and disposal matters at courses, seminars and workshops.
 - Represents the Ministry/Department on committees, at meetings, conferences and other fora, including those of the Office of Procurement Regulation.
 - Performs other related duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of the principles, practices, methods and techniques of procurement and disposal management.
- Extensive knowledge of legislation, policies, procedures, rules and regulations related to public procurement and disposal management.
- 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. Knowledge of relevant computer applications, including e-procurement.
- Basic knowledge of the principles of fraud detection or forensic analysis.
- Sound investigative, analytical, critical thinking, problem-solving and decision-making skills.
- Ability to manage a cadre of professional and other support staff. Ability to interpret legislation, policies, procedures, rule and regulations pertaining to the procurement and disposal of public property.
- Ability to provide leadership and vision.
- Ability to analyse and evaluate data and trends and make appropriate recommendations.
- Ability to use e-procurement software applications.
- Ability to exercise tact and diplomacy in the performance of duties.
- Ability to think critically, solve more complex problems and make decisions within approved policy frameworks.
- Ability to work expeditiously within critical deadlines.
- Ability to write comprehensive reports and policy documents. Ability to maintain confidentiality and integrity in the performance of duties.
- Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationship with associates and other stakeholders.

MINIMUM EXPERIENCE AND TRAINING:

- Extensive experience in the area of Procurement Management, including at least four (4) years at a managerial level.
- Training as evidenced by a recognised Degree in Management Studies, Public Sector Management, Finance, Law, Economics or Marketing, supplemented by an Advanced Diploma in Procurement and Supply or an International Diploma in Supply Chain Management from an accredited institution; 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 - 14th October, 2022