



TOBAGO HOUSE OF ASSEMBLY  
OFFICE OF THE CHIEF SECRETARY

INFORMATION SYSTEMS DEPARTMENT

## CONTRACTUAL POSITION

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

The incumbent is required to co-ordinate and supervise the work of professional and other support staff engaged in the provision of procurement and disposal services in a Ministry/Department, under the direction of a senior officer. Work includes contributing to the formulation of the procurement and disposal strategic plan, participating in the development and management of related programmes and projects, overseeing the implementation of performance management systems related to public procurement and disposal, collaborating on the development of tender documents, developing training and information programmes, liaising with the Office of Procurement Regulation on procurement and disposal issues and making recommendations for the revision or development of new policies and procedures.

**REPORTS TO:**

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Manager, Public Procurement or a designated officer

**SUPERVISION GIVEN TO:**

Public Procurement Officer and other support staff

**DUTIES AND RESPONSIBILITIES:**

- Co-ordinates and supervises the work of a group of professional and other support staff engaged in the provision of procurement and disposal services in a Ministry/Department.
- Contributes to the formulation of the procurement and disposal strategic plan.
- Participates in the development and management of the procurement and disposal programmes and projects to support the achievement of the objectives stated in the procurement and disposal strategic plan.
- Consults with the Office of Procurement Regulation to obtain advice and guidance on the interpretation and application of procurement and disposal legislation, policies, and procedures.
- Oversees the implementation of procurement and disposal activities to ensure that suppliers and contractors are in compliance with the Public Procurement and Disposal of Property Act.
- Oversees the implementation of the performance management system related to public procurement and disposal in the Ministry/Department.
- Collaborates with the Manager to develop tender documents and monitors and reviews other procurement activities.
- Oversees the activities involved in the implementation of measures to identify and prevent fraudulent practices.
- Oversees the maintenance of the public procurement database of the Ministry/Department, which is linked to the centralised database of the Office of Procurement Regulation.
- Drafts preliminary budgetary estimates of expenditure for the Procurement and Disposal Unit in collaboration with the Manager.

- Develops procurement and disposal-related training and information programmes in consultation with the Manager.
- Provides advice, guidance and support on complex procurement and disposal issues, pertaining to the interpretation and application of relevant legislation, policies, procedures, rules and regulations.
- Reviews and analyses reports, proposals, draft Notes for Cabinet, circulars and other documents for accuracy and makes appropriate amendments.
- Drafts Notes for Cabinet, reports and other documents in relation to complex assignments and submits reports and/or recommendations as required.
- Collates client feedback, information on trends and existing procurement and disposal policies and procedures and recommends revision or the development of new policies and procedures.
- Reviews, develops and maintains relevant procurement and disposal procedural manuals and other procurement and disposal planning tools.
- Serves as a resource person on procurement and disposal matters at training courses, seminars and workshops.
- Represents the Ministry/Department on committees and at meetings, conferences and other fora as required.
- Performs other related duties.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the principles, practices, methods and techniques of procurement and disposal management.
- Considerable knowledge of legislation, policies, procedures, rules and regulations related to public procurement and disposal management.
- Knowledge of research methods, principles and techniques.
- Knowledge of supply market operations.
- Knowledge of the principles and methods of strategic planning and project management.
- 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 coordinate the activities of a group of professional and other support staff.
- Ability to use e-procurement software applications.
- Ability to analyse and evaluate data and trends and make informed recommendations.
- Ability to interpret legislation, policies, procedures, rules and regulations pertaining to the procurement and disposal of public property.
- Ability to think critically, solve complex problems and make decisions within approved policy frameworks.
- Ability to meet critical deadlines.
- Ability to exercise tact and diplomacy in the performance of duties. Ability to maintain confidentiality and integrity in the performance of duties.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare comprehensive reports and policy documents.

- Ability to establish and maintain effective working relationship with associates and other stakeholders.

#### MINIMUM EXPERIENCE AND TRAINING:

- Considerable experience in the area of procurement management, including at least two (2) years at a supervisory level.
- Training as evidenced by a recognised degree in Management Studies, Public Sector Management, Finance, Law, Economics or Marketing, supplemented by certification in Procurement and Supply, Procurement Management or 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](mailto:ocs.recruitment@tha.gov.tt)

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