



TOBAGO HOUSE OF ASSEMBLY
OFFICE OF THE CHIEF SECRETARY

PROCUREMENT CONTROL OFFICE

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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 their Divisional contract management plan, as set out in the approved procurement and disposal strategy. Duties include assisting in performing pre-qualification studies; monitoring and reporting progress on contract deliveries on agreed schedules; 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, as well as documenting organisational lesson learned from the deliveries of the contracts.

REPORTS TO:

REPORTS TO:

Director, Public Procurement or any other duly designated officer

SUPERVISION GIVEN TO:

Professional and support staff of the Procurement Control Office

DUTIES AND RESPONSIBILITIES:

- Leads in the development of Assembly-wide Contract Management Plans in accordance with the approved procurement and disposal strategy.
- Oversees the establishment, implementation and maintenance of a THA Supplier/Contractor performance system to assess indicators such as capability, quality and delivery.
- Monitors and liaises with the relevant Officer in charge of Divisions' user or programme executing units, Division(s)' Public Procurement Officers, or any other duly assigned Team on the progress of contract delivery on an agreed schedule and reports in writing on progress to the Director, Public Procurement.
- 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 documents 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.
- Assists with 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.
- Assists in the maintenance of a THA comprehensive database of pre-qualified contractors and suppliers.
- Assists in the maintenance of 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.
- Investigates on the Office's own initiative and/or 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 contract management process.
- Provides sensitization training to suppliers/contractor on the Act, Handbooks and Guidelines and Special Guidelines approved by the OPR for the Public Body and the internal systems established for procurement, retention and disposal of public property
- Serves as a resource person at courses, seminars and workshops on Procurement and Disposal.
- Undertakes the more complex work assignments, including the preparation of complex reports, proposals, Executive Council/Secretarial Notes/ Cabinet/Ministerial, Circulars, internal notes and other documents and reviews same in order to assess quality and accuracy of content, and makes appropriate recommendations.
- Liaises with officials of Divisions, Tender Committee and other private/public sector organizations regarding procurement matters as required.
- Represents the Assembly/Division on committees and at meetings and other fora as required.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- 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
- 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 relationship 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 Management including at least two (2) years at a management/supervisory level.
- Training as evidenced by a recognized University degree in Procurement Management; Business Management; Finance, 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

Closing date for the receipt of all applications - 14th October, 2022