



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

**PROCUREMENT CONTROL OFFICE  
DIVISIONAL PROCUREMENT UNIT**

## **CONTRACTUAL POSITION**

**JOB TITLE:** Public Procurement Officer (Disposal)

**JOB SUMMARY:**

The incumbent is required to perform professional work, provide support and aid in the development of procurement and disposal strategies, and assist in the implementation of associated procurement and disposal actions in accordance with the policies, procedures, rules and regulations of the procurement and disposal function in the Assembly. He/she is responsible primarily for the operationalisation of the disposal strategy and plan for the Tobago House of Assembly. He/she is required to perform all activities related to the approval of disposal recommendations and provide assistance to all Departments on the Division's overall procurement of material, products and/or services, in compliance with public procurement regulations, policies and handbooks. He/she will also be required to provide assistance with the tendering process and to maintain pertinent records and information as required.

**REPORTS TO:**

Assistant Manager, Public Procurement and/or any other duly authorised officer

**SUPERVISION GIVEN TO:**

N/A

**DUTIES AND RESPONSIBILITIES:**

- Assists with the development and implementation of the THA's and the Division's Disposal Strategy and Plan
- Monitors and evaluates the method of disposal consistent with all applicable legislation, policies and rules, and maintains appropriate records.
- Serves/facilitates committees, and represents the office in attendance and reporting on the public auctions and related disposal activities.
- Provides assistance to Division's staff in resolving problems and conflicts arising during the procurement and disposal process.
- Prepares reports, correspondences and all other documents regarding primarily the Divisions' disposal activities and, where needed, general procurement matters.
- Provides, where necessary, technical assistance with the preparation of tender packages and the procurement of goods and services by carrying out pre-contract studies, negotiation and comparison of prices and delivery dates and all specifications in relation to the award of contracts as designated, and coordination of their timely dispatch.
- Assists with managing the administrative process throughout the duration of the preparation of all documentation until the award of the contract.
- Performs other duties in the related field as indicated in the general Public Procurement Officer's job duties and responsibilities.
- Provides assistance in the procurement and disposal performance management processes through collecting and analysing performance related data and reporting findings and making recommendations for improvement to the Procurement Control Office.

- Participates in the preparation of budgetary estimates of the procurement and disposal function and assists in the preparation of the reporting on the activities of buyers/shoppers.
- Assists in the preparation of less complex reports; Executive Council/Secretarial/Cabinet/Ministerial Notes, internal notes, circulars, memoranda and other documents related to procurement and disposal matters.
- Prepares and submits for publishing tender notices – Terms of Reference, Technical Specifications and Scope of Works.
- 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.
- Performs related work as required.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, practices, methods and techniques of procurement and disposal.
- Knowledge of research methods, principles and techniques.
- Knowledge of Government policies, procedures, rules and regulations and legislation related to procurement and disposal and finance.
- Proficiency in the use of Microsoft Office Suite.
- Skills in the use of personal computers.
- Ability to use e-procurement technology platforms.
- Ability to use the internet for research purposes.
- Ability to analyse and evaluate data and trends in procurement and disposal and to 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 observe and maintain effective working relationships with associates, other public service employees, representatives of recognised business, industry, professional and local associations and with potential and actual suppliers.

#### MINIMUM EXPERIENCE AND TRAINING:

- Some experience performing procurement and disposal-related duties.
- Training as evidenced by a recognised University degree in Procurement Management, Business Management, Finance or 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](mailto:ocs.recruitment@tha.gov.tt)

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