



TOBAGO HOUSE OF ASSEMBLY
OFFICE OF THE CHIEF SECRETARY

PROCUREMENT CONTROL OFFICE

CONTRACTUAL POSITION

JOB TITLE: Public Procurement Analyst II
JOB SUMMARY:

The incumbent is required to assist with the high-level execution and coordination of activities related to the provision of oversight, advisory and risk management services within the procurement and disposal architecture of the Tobago House of Assembly (THA). Duties include participating in the formulation and development of the THA's procurement and disposal programmes and projects to support its strategic objectives and operational plans; technical execution of related activities in the areas of change management, performance management, capacity development, monitoring and evaluating the overall Assembly procurement, contract management plan, revising of procurement and disposal policies and procedures and effecting necessary changes.

REPORTS TO:

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Director, Public Procurement or any other duly designated officer

SUPERVISION GIVEN TO:

Public Procurement Analyst I and support staff of the Procurement Control Office

DUTIES AND RESPONSIBILITIES:

- Provides supervisory support in the management 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.
- Participates in the formulation and management of the Assembly's procurement, strategies, programmes and projects to support its plans and procedures for implementation.
- Provides advice and guidance regarding the interpretation and application of procurement and disposal policies, procedures, rules and regulations.
- Participates in the development of performance standards for the execution of the procurement function Assembly-wide.
- Participates in the harmonising of policies, systems and practices in relation to Assembly-wide public procurement activities.
- Conducts research activities to monitor and evaluate the effectiveness and efficiency of the Procurement function and recommends necessary changes.
- Assists with the management and coordination of Divisional Units' submission of the required information, i.e., Annual Procurement Plan, Annual Procurement Performance Report, and Quarterly Reports, etc. to the Office of the Procurement Regulation.
- Assists in the development and implementation of the Assembly's use of ICT for electronic procurement.
- Assists with the development and implementation of the Contract Management Plan as set out in the approved Procurement and Disposal Strategy.
- Reviews client feedback, trends and existing procurement and disposal policies and procedures and recommends revision or the development of new policies and procedures.
- Works with the Divisions' legal advisors and other groups to ensure controls are in place to manage contract risks, minimise fraud exposure, and protect the Assembly's interest.
- Leads in conducting fieldwork to gather evidence to either prove or disprove claims either on its own initiative or due to a complaint made by any party, and reports findings on same.
- Maintains and updates related system-wide databases and technology.
- Prepares and maintains a database of pre-qualified contractors and suppliers.
- Performs due diligence checks to ensure that suppliers and contractors are in compliance with the Public Procurement and Disposal of Property Act.
- Leads in the maintenance of records, statistics and status of task reports for all Divisions regarding procurement, retention and disposals, and provides quarterly reports, as necessary.
- Supports the design, development, delivery and coordination of communication efforts in the management of change activities in the Assembly-wide procurement system.
- 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.
- Participates in the preparation of the budgetary estimates of the Office and ensures that expenditure is in accordance with financial guidelines.
- Chairs or ensures representation on the bid evaluation committees, ensures the integrity of the competitive process, facilitates bidder debriefings, and exercises appropriate judgment and tact while ensuring the protection of confidential information.
- Provides sensitisation training to internal and external stakeholders on the Act, Handbooks and Guidelines and Special Guidelines approved by the OPR 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/Cabinet/Ministerial Notes, circulars, internal notes and other documents, and reviews same in order to assess quality and accuracy of content,

and make appropriate recommendations.

- Liaises with officials of Divisions, Tender Committee and other private/public sector organisations 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:

- Extensive knowledge of the principles, practices, methods and techniques of procurement and disposal management.
- Extensive knowledge of Government policies, procedures, rules and regulations related to procurement and disposal management.
- Considerable knowledge of public procurement and financial legislation, rules, policies and procedures.
- Knowledge of research methods, principles and techniques.
- Knowledge of the operation of significant supply markets.
- Knowledge of the principles and methods of strategic planning and project management.
- Proficient 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 relationships with associates, other public service employees, representatives of recognised associations, actual and potential suppliers and the public.

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 recognised University degree in Procurement Management, Business Management, Finance 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

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