



TOBAGO HOUSE OF ASSEMBLY
OFFICE OF THE CHIEF SECRETARY

PROCUREMENT CONTROL OFFICE

CONTRACTUAL POSITION

JOB TITLE: Public Procurement Analyst I
JOB SUMMARY:

The incumbent is required to perform professional work in the development and implementation of procurement strategies and plans in accordance with the policies, procedures, rules and regulations of the procurement and disposal function in the Tobago House of Assembly (THA). He/she is responsible for technical assistance in the provision of oversight, advisory, risk management, capacity development, monitoring and evaluation and audit and investigation in public procurement matters for the Assembly. He/she will also be required to assist with the tendering process and to maintain pertinent records and information as required.

REPORTS TO:

REPORTS TO:

Public Procurement Analyst II and/or any other duly authorised officer

SUPERVISION GIVEN TO: Support Staff of the Procurement Control Office

DUTIES AND RESPONSIBILITIES:

- Assists with the development and implementation of the Assembly-wide Public Procurement Strategy and Plan.
- Monitors and evaluates public procurement consistent with all applicable legislation, policies and rules and maintains appropriate records.
- Investigates on the Office's initiative and/or responds to complaints from any party involved in the procurement system within a particular Division(s).
- Maintains records, statistics and statuses of task reports for all Divisions regarding procurement, retention and disposals, and provides quarterly reports as necessary.
- Prepares reports, Executive Council/Cabinet Notes, correspondences and all other documents regarding the Divisions' public procurement activities.
- Performs due diligence checks to ensure that suppliers and contractors are in compliance with the Public Procurement and Disposal of Property Act.
- 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 Division's staff in resolving problems and conflicts arising during the procurement and disposal process.
- Assists with the provision of sensitisation training to internal and external stakeholders 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.
- Continuously assesses procurement capacity against training and certification standards established by the

OPR and research undertaken internally to promote best practices in procurement.

- Provides assistance in delivering training opportunities to procurement and disposal staff based on any gaps identified in performance/competence.
- Serves/facilitates committees, and represents the Office in attendance and reporting on any public procurement-related activity.
- Performs other duties in the related field.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of the relevant laws, regulations, policies and procedures governing the procurement of supplies, equipment, material and services in the Public Service.
- Knowledge of the principles, practices, methods and technique of procurement and disposal.
- Knowledge of Government's tendering procedures.
- Knowledge of the sources of supplies, equipment, material 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 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, materials and equipment.
- Ability to prepare tender documents.
- 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 observe and maintain confidentiality in the performance of duties.
- Ability to establish and maintain effective working relationship with associates, other public service employees, representatives of recognised business, industry, professional and local associations and with potential and actual suppliers.
- Ability to negotiate effectively with contracted providers of goods and services.

MINIMUM EXPERIENCE AND TRAINING:

- At least two (2) years' experience performing procurement and disposal related duties.

- Training as evidenced by a recognised University degree in the 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