

Ref #:



Government of Trinidad and Tobago

JOB DESCRIPTION **CONTRACTUAL POSITION**

JOB TITLE: PROCUREMENT CONSULTANT

JOB SUMMARY:

The incumbent is required to oversee the procurement of supplies, equipment, materials and services (including consulting services) required by the Land Settlement Agency, ensuring compliance with applicable procurement laws, regulations, policies and procedures. The incumbent also is required to train procurement staff, review procurement policy in line with the new procurement regulations, evaluate current business processes, make recommendations for improvements, assist with the implementation of a new procurement system and assist with other procurement needs of the Agency.

REPORTS TO: Chief Executive Officer

SUPERVISION GIVEN TO: N/A

DUTIES AND RESPONSIBILITIES:

- Responsible for the procurement of supplies, materials, equipment and services for the Land Settlement Agency in keeping with established procurement rules and procedures.
- Oversee pre-qualification exercises to establish and maintain a database of approved contractors.
- Evaluates or assists in the evaluation of submissions i.e. quotations or proposals or tenders against identified selection criteria towards the award of contracts or the purchase of goods and services.
- Establishes, implements and maintains a contractor performance management system to assess indicators such as capability, quality and delivery.
- Obtains, where applicable, the necessary approvals to incur expenditure for the purchase of supplies, equipment, materials, services and other related procurement transactions.
- Forecasts procurement needs of the Land Settlement Agency for supplies, equipment, materials and services by conferring with Management and other relevant staff to ascertain their requirements.
- Provides information on the costs of supplies, equipment, materials and other services to be used in budget proposals.
- Maintains a record of all supplies, equipment, materials and services procured by the Land Settlement Agency.
- Monitors the disposal of surplus or unserviceable items and maintains appropriate records.
- Liaises with contractors with respect to the tendering for the provision of supplies, equipment, materials and services; also to obtain information on prices and availability.
- Liaises with user departments to ensure that their requisitioned needs are adequately represented.
- Inspects items delivered to ensure that quantity and quality standards and other specifications set are complied with; also maintains appropriate records.
- Prepares expressions of interest, requests for quotations, letters of invitation, requests for proposals and tender documents; also issues letters of award to successful bidders and informs unsuccessful bidders accordingly.
- Serves/facilitates evaluation committee and attends meetings on procurement matters as required.
- Facilitates tender committee or attends meetings on procurement matters as required.

<ul style="list-style-type: none"> ▪ Prepares reports, correspondence and all other documents on procurement matters. ▪ Conduct training of junior staff members. ▪ Review Procurement Policy in line with new procurement regulations. ▪ Performs other related duties as required. 	
KNOWLEDGE, SKILLS AND ABILITIES:	
KNOWLEDGE:	<ul style="list-style-type: none"> ▪ Considerable knowledge of the relevant laws, regulations, policies and procedures governing the procurement of supplies, equipment, materials and services in the Public Service. ▪ Considerable knowledge of procurement methods and procedures. ▪ Considerable knowledge of government's tendering procedures. ▪ Knowledge of the procurement policies and procedures of international lending agencies. ▪ 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.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ 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 communicate effectively, both orally and in writing. ▪ Ability to establish and maintain effective working relationships with associates. ▪ Ability to negotiate effectively with contracted providers of goods and services.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> ▪ Minimum of five (5) years' experience performing procurement duties. ▪ Training as evidenced by a Bachelor's degree in the Social Sciences such as Business Administration, Project Management, Accounting, Finance, Economics or related field from a recognised University. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ▪ Training as evidenced by the possession of a Chartered Institute of Purchasing and Supply (CIPS) Advanced Diploma in Purchasing and Supply or the Institute for Supply Management (ISM) Certified Professional in Supply Management. 	