

JOB DESCRIPTION



Unit : Housing and Village Improvement Programme (HIVP) Sub-Unit
Position : Buyer/Shopper

<u>JOB DESCRIPTION</u> TEMPORARY POSITION	
JOB TITLE: BUYER/SHOPPER	
JOB SUMMARY: <p>The Land Settlement Agency is a public body that is responsible for ensuring equity, transparency, value for money, and accountability in the purchasing of Goods, the provision of Works and Services, and the disposal of its assets. The Buyer/Shopper will be under the direct supervision of the Public Procurement Officer and is responsible for implementing the procurement process when ordering low value goods and services for the Agency in accordance with OPR and the Agency Guidelines for the Procurement of Goods, Services, and Works & Asset Disposal.</p>	
REPORTS TO:	<ul style="list-style-type: none">Public Procurement Officer
SUPERVISION GIVEN TO:	-
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none">Providing assistance in evaluating service provider quotations for low value goods and services.Providing assistance in preparing correspondence for the procurement of low value goods and services.Undertaking buying and shopping in accordance with the established standards and procedures.Undertakes basic supplier/service provider information gathering, as directed, and compiles the required data for the Procurement of good, works and services.Maintains a database and filing system of current service providers in keeping with established systems and procedures.Applies all processes and procedures in accordance with the established standards and procedures to procure the low value goods and services required by the Agency.Performs other duties as required.	
KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	<ul style="list-style-type: none">Knowledge of the procurement laws of Trinidad and Tobago.Knowledge of the procurement method and procedures.Knowledge of the tendering process.Knowledge of Administrative Filing Systems
SKILLS AND ABILITIES:	<ul style="list-style-type: none">Proficiency in the use of Microsoft Office Suite.Ability to use e-Government technology platforms.Ability to maintain confidentiality.Ability to establish and maintain effective working relationships all Agency stakeholders.

MINIMUM EXPERIENCE AND TRAINING:

- 5 CXC passes including Mathematics and English
- Certificate in Procurement/Supply Chain Management
- Consideration will be given to an equivalent combination of relevant qualifications, training and experience.