

INTERNAL VACANCY

PROCUREMENT & CONTRACT OFFICER

COMPANY: Holding Company

DIVISION: Procurement and Contract Management

UNIT/DEPARTMENT: Procurement (Purchasing) Department

CATEGORY OF STAFF: Contract

JOB PURPOSE:

- The incumbent is required to provide assistance in the effective and efficient administration of the procurement process in accordance with the statutory laws/regulations and procurement policies of the Trinidad and Tobago Housing Development Corporation (HDC).

WORKING RELATIONSHIPS:

- Reports to the Senior Procurement & Contracts Officer.
- Works closely with service providers, other internal and external stakeholders.

MAJOR DUTIES & RESPONSIBILITIES:

- Assists in executing, monitoring and reviewing the procurement of supplies, materials, equipment and services (including consulting services) for the HDC.
- Assists in monitoring of logistics associated with prompt delivery of supplies, materials, equipment and services to meet the need of the HDC.
- Assists in developing, implementing and monitoring the procurement plan/ programme for the Corporation in keeping with policy guidelines, statutory requirements and best practice.
- Co-ordinates the activities in the preparation of Expressions of Interest, Request for Quotations, Letters of Invitation, Requisitions and Quotation Analysis and Purchase Order documents.
- Develops and maintains an efficient record keeping system for the department.
- Prepares and submits documents/reports in accordance with the Corporation's requirements.
- Liaises with internal and external stakeholders; as required.
- Performs any other related duties and responsibilities consistent with the job title/position.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in Business Management, Law; or equivalent qualification in a related discipline Bachelor of Law Degree from a recognised institution;
- Certification in Chartered Institute of Procurement and Supply (C.I.P.S): Level 4 Foundation Diploma in procurement management and or supply management training from a recognised institution will be an asset;
- Four (4) years' experience performing duties in tenders and contracts; or
- Equivalent combination of training and experience.

KNOWLEDGE AND SKILLS:

- Knowledge of the procurement laws and regulations governing the procurement of supplies, equipment, materials and services in the Public Service.
- Knowledge of procurement policies and procedures.
- 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 Government's financial/accounting practices and procedures.
- Some knowledge of the principles and practices of Project Management.
- Working knowledge of Procurement/Purchasing Software would be an asset.
- Ability to analyse and interpret and apply laws, regulations, policies and procedures pertinent to procurement in the Public Service and international lending agencies.
- Effective negotiations skills.
- Ability to establish and maintain effective working relationships with associates.
- Ability to prepare and present comprehensive reports.
- Ability to analyse and interpret laws and regulations.
- Effective problem-solving, time management, planning and organizational skills.
- Excellent communication skills (written, oral and interpersonal).
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.

