



VACANCY

PROCUREMENT OFFICER

JOB SUMMARY

The incumbent is required to perform professional level purchasing tasks associated with formal and informal purchasing, contract negotiations, the scope of work development involving various services and products for the Company.

APPLY TODAY!

Email resume to:
recruitment@sportt-tt.com
with position in the subject
heading

Deadline: 11 May 2019



The Sports Company of
Trinidad and Tobago

DUTIES AND RESPONSIBILITIES

- Analyse the purchase requests to determine the appropriate method of procurement - Quotation, Tender and Request for Proposal
- Coordinate the preparation of the procurement documents in accordance with all applicable policies and legislation
- Schedule, organize and facilitate Job-Site and/or Pre-Bid meetings related to Quotations, Tenders and Proposals
- Prepare for Evaluation Exercises for Tender and RFQ submissions
- Monitor and review the progress of contractual agreements review information contained in invoices being presented for payment
- Communicate with suppliers and contractors as well as provide information to staff regarding restrictions, regulations, policies and procedures re. procurement matters
- Solicit and compare prices/quality of competitive products and services
- Maintain current procurement records, including electronic records ensuring the accuracy and integrity of data
- Provide assistance to user department staff in document preparation, resolving problems, conflicts, and protests arising during the procurement process from the bid process to contract execution
- Prepare reports, correspondence and other documents as required
- Assist in the preparation and evaluation of Pre-Qualification Documentation and submissions
- Survey vendors on a regular basis regarding pricing, availability and delivery times to determine best and/or possible new supply sources
- Conduct all duties in conformance with Health, Safety, Security & Environment (HSSE) requirements
- Perform any other job duties as required by the job function.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Training as evidenced by possession of a Diploma in Business Management, Economics or in a related field
- A University Degree in Business Management or related field will be an asset
- Certification in procurement management and/or supply management training from a recognised institution
- Minimum of three (3) years' experience in a procurement environment or a related field
- Any other equivalent combination of qualification or experience

COMPETENCIES

- In depth knowledge of the Public Procurement and Disposal of Public Property Act and its requirements and responsibilities for Procurement personnel
- Working knowledge of public procurement, contracting and tendering principles
- Ability to leverage interpersonal skills and to develop relationships with all key stakeholders
- Display a high level of integrity in conducting duties
- Ability to multitask, prioritise and manage time efficiently
- Proficiency in the use of Microsoft Office Suite
- Expertise in Records Management
- Experience in mapping processes
- Knowledge of Shipping, Imports and Customs Documentation will be considered an asset
- Highly developed values of: Service Excellence, Accountability, Integrity, Dedication, Innovation and Continuous Improvement
- Sound negotiation skills
- Excellent oral and written communication skills
- Team Oriented- demonstrates an ability to integrate well with team members and to support other members of the team when needed
- Integrity/ Confidentiality- Ability to be trusted with confidential information
- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyses information.