



**TOBAGO REGIONAL HEALTH AUTHORITY**  
**JOB DESCRIPTION**

<b>Job Title</b>	<b>Procurement Officer</b>
<b>Department</b>	<b>Procurement Department</b>
<b>Reports to</b>	<b>Procurement Specialist</b>
<b>Head of Department</b>	
<b>Jobs Supervised</b>	

**JOB SUMMARY:**

The Procurement Officer will assist the Specialist in managing the procurement function of the Tobago Regional Health Authority (TRHA) to ensure the Authority adheres to the principles of good governance in its procurement activities. The Procurement Officer will drive negotiations to ensure that robust contract terms are effected to minimize risk, achieve cost savings and protects the TRHA's interest.

**PRIMARY DUTIES & RESPONSIBILITIES:**

- Ensures that all procurement and disposal activities are in accordance with the Public Procurement and Disposal of Public Property Act and the TRHA's policies.
- Provides and assist in the development and implementation of best practice procurement and contract management policies and procedures.
- Manages the pre-qualification and evaluation of prospective suppliers.
- Issues tender documents, maintain and updates the register of pre-qualified contractor.
- Participates in the preparation of budgetary estimates of the Procurement and Disposal function and ensures that expenditure is in accordance with financial guideline.
- Monitors and measures procurement performance and prepares reports to accounts for the annual procurement performance.
- Compiles reports as required for the Office of Procurement Regulation.
- Draws up tender lists and documentation based on projected requirement figures and bids, comparing prices, delivery dates and specifications.
- Participates on tender assessment panels and provide unsuccessful tenderer debriefings including dispute resolution.
- Develops and maintains the Procurement and Disposal Handbook and Special Guidelines, in accordance with the Public Procurement and Disposal of Public Property Act and the TRHA's policies

- Liaises with the Office of Procurement Regulation to obtain advice and guidance on the interpretation and application of procurement and disposal policies, procedures, and legislation.
- Prepares bid proposals and specifications and present recommendations on purchases requiring management or the Board's approval.
- Supervises the activities of support staff involved in the provision of the procurement and disposal services
- Conducts research and analyses data on performance related issues pertaining to procurement and disposal reports findings and makes recommendations for improvement to the Procurement and Disposal Performance Management System.
- Draft notes for Executive Council, circulars, memoranda, manuals and other documents related to procurement and disposal matters
- Conducts quality control checks to ensure that contract deliverables are provided in compliance with contractual arrangement.
- Participates in the drafting of preliminary budgetary estimates of expenditure for the procurement and Disposal Unit.
- Implements measures to identify and prevent fraudulent practices
- Sound negotiating skills and a demonstrated record of accomplishment of effective performance in a similar position will be essential.
- Performs other related duties.

**QUALIFICATIONS AND EXPERIENCE:**

- Experience in the area of procurement and disposal of public property
- Bachelor's degree in Business, Accounting, Supply Chain Management or Law from a recognized tertiary institution supplemented by certification in Procurement and Supply. Procurement Management or Supply Chain Management from an accredited institution
- (CIPS) – Diploma in Procurement and Supply is an asset.
- At least three years' experience in procurement, which involves supervising procurement activities, contract administration and contract writing.
- Proficiency in Microsoft Office Suite and Project.
- Any equivalent combination of qualifications and experience will be considered.

**KNOWLEDGE**

- Considerable knowledge of legislation, policies, procedures, rules and regulations related to public procurement and disposal management.
- Knowledge of research methods, principles and techniques.
- Knowledge of supply market operations.
- Knowledge of relevant computer applications, including e-procurement.
- Basic knowledge of the principles of fraud detection.
- Extensive knowledge of procurement methods and procedures of a large scale centralized purchasing function including buying, quality assurance, and contract administration;

**SKILLS AND ABILITIES:**

- Ability to use e-procurement software applications.
- Ability to use the internet for research purposes.
- Ability to analyse and evaluate data and identify trends in procurement and disposal management.
- Ability to develop contract strategies using best practice within the public sector.
- Ability to interpret legislation, policies, procedures, rules and regulations pertaining to the procurement and disposal of public property.
- Ability to supervise support staff engaged in the provision of procurement and disposal services.
- Ability to make decisions within approved policy frameworks.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare reports, review, evaluate and advise various stakeholders on best practice
- Ability to exercise tact and diplomacy in the performance of duties.
- Ability to and maintain confidentiality and integrity in the performance of duties.
- Ability to establish and maintain effective working relationships with associates and other stakeholders.