



DEVELOPING SPACES  
FOR BUSINESS TO GROW

## VACANCY

### PROCUREMENT OFFICER

*The Procurement Officer reports to the Senior Procurement Officer and shall display a high level of independent organization and responsibility in the performance of all functions.*

---

**DUTIES & RESPONSIBILITIES:** The incumbent will be required to:

1. Prepares smaller value Tenders for review by the Senior Procurement Officer and conducts the issuance and all other associated procurement functions within the procurement cycle.
2. Conducts and supports the Procurement Department on the execution of all retention and disposal of all real and personal property matters.
3. Conducts the quotation to purchase order process.  
Reports on the status of the quotation process on a weekly basis providing an operational analysis of activities undertaken.
4. Assist in the pre-qualification process.
5. Conducts the records management process on a quarterly basis ensuring all information is electronically available before offsite storage.
6. Compiles all reports required for review and onward transmission to the Office of Procurement Regulation.
7. Reports on all data relating to contracts, delivery, progress, invoicing and payments.
8. Co-ordinates in the vendor relationship management and contract reporting process.
9. Collates data to enable procurement reporting to various stakeholders.
10. Facilitates negotiation meetings in conjunction with senior personnel.
11. Co-ordinates at site visit meetings and disposals at site location as required.
12. Strategizes and develops solutions to issues encountered in the course of executing their job functions.
13. Supports User Departments in the timely provision of information and guidance as to the procedure and processes which are to be adhered to in relation to the procurement and purchasing process.
14. Conducts daily data entry of all activities to facilitate reporting and verification.
15. Perform any other duties as required by the job function.

**MINIMUM REQUIREMENTS:**

1. Bachelor's degree in Business Administration, Law, Finance, Supply Chain Management or a related field.
2. Master's Degree in Business Administration, Law, Finance, Supply Chain Management or a related field will be considered an asset.
3. CIPS Level 4 and above.
4. At least five years' experience in a similar position in the Procurement or Supply Chain Management field including at least three years in a similar position.
5. Experience in the supervision of staff and leading projects will be considered an asset.
6. In-depth knowledge of the Public Procurement and Disposal of Public Property Act 2015, Regulations and Guidelines.

*Or any other equivalent combination of qualification and experience.*

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Ability to multi-task within tight timelines.
2. Good communication and interpersonal skills.
3. High level of organization and attention to detailed technical documents.
4. High level of integrity and confidentiality.
5. Experience in of e-procurement solutions.
6. In-depth knowledge of MS Office suite of applications.
7. Excellent communication, verbal and written skills.

**All interested suitably qualified applicants should submit their resumes by **September 18, 2024.****

**Unsuitable candidates will not be acknowledged.**

To [careers@eteck.co.tt](mailto:careers@eteck.co.tt)  
Subject: **Vacancy – Procurement Officer**