



## **SENIOR PROCUREMENT OFFICER**

*The Senior Procurement Officer supports the Manager Procurement in the day-to-day operational activities in accordance with Company policies and procedures. The individual is expected to exercise a high level of independent work ethic in a fast paced, high volume environment.*

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

1. Prepares and conducts peer review of all Tenders and conducts the issuance and all other associated procurement functions within the procurement cycle.
2. Creation of procurement policies, procedures, workflows and guidelines required to govern the procurement function and in compliance with statutory obligations.
3. Develops category level procurement strategies.
4. Work on developing evaluation criteria (to be utilized in decision making) to all received quotation(s)/proposal(s) in conjunction with related departments that aims to support the best value to the Company.
5. Co-ordinates the pre-qualification process for all vendors on the Procurement Depository and for e Teck.
6. Leads the Disposal Committee and advises the Manager Procurement on the retention and disposal of all real and personal property matters.
7. Conducts site visit meetings and disposal actions at site location as required.
8. Provides oversight of the quotation to purchase order process and track and document all relevant information.
9. Leads the records management process in accordance with e Teck's policy and statute.
10. Analyses all reports required for review and onward transmission to the Office of Procurement Regulation.
11. Oversees a vendor management system to compile performance reports, compliance, strategies to enable local development and content and make recommendations to the Manager Procurement.
12. Conducts in-depth data reporting on a scheduled basis to facilitate analysis.
13. Updates and verifies the accuracy of all databases in use by the Department on a scheduled basis.
14. Conducts negotiation meetings for high risk/ high value projects.
15. Collaborates with key stakeholders to determine their issues and proffer solutions.
16. Strategizes and develops solutions to issues encountered in the course of executing their job functions.
17. Creates a working database of repetitive issues, risks and proposes solutions.
18. Assists in the training needs and requirements based on prevailing trends as directed.
19. Prepare technical submission and documentation, as may be required for submission to clients and consultants.
20. 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.
3. CIPS Level 5 and above.
4. At least seven years' experience in the Procurement or Supply Chain Management field including five years in a similar supervisory position.
5. Experience in the supervision of staff and leading complex and dynamic teams 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 manage a dynamic portfolio of responsibilities within tight timelines.
2. Good communication and interpersonal skills.
3. Extensive knowledge of procurement methods and procedures, contract management principles, laws, rules, and regulations governing public procurement.
4. High level of integrity and confidentiality.
5. Extensive experience in 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 **March 25, 2025.****

**Unsuitable candidates will not be acknowledged.**

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