



## **TERMS OF REFERENCE**

### **PROCUREMENT OFFICER**

The purpose of this scope is to identify the minimum requirements expected of the Procurement Officer for the period of one (1) year.

All relevant internal monitoring and control measures will be established by the Manager – Purchasing and Logistics to ensure adherence to the tasks and deliverables outlined hereunder.

#### **1.0 Reporting:**

- a. The Contractor shall communicate with the Manager – Purchasing and Logistics or any other party designated by that Officer in connection with the performance of the duties under this Agreement and shall fulfil any other duties reasonably requested by the Employer and agreed to by the Contractor.

#### **2.0 Legal Compliance:**

- a. During the period of this Agreement the Contractor shall ensure that the services performed pursuant to the requirement thereof shall conform to all applicable laws and regulations promulgated by the legally constituted Authorities of the government of Trinidad and Tobago.

#### **3.0 General Tasks:**

- a. The Procurement Officer is responsible for the timely and accurate processing of purchasing/accounting transactions and information. Purchase Orders relative to budgetary allocations and ensure adherence to the Public Procurement & Disposal of Public Property Act (2015) as amended. Performing routine clerical tasks by following well established procedures, and unusual situations when encountered are brought to the attention of the Manager-Purchasing and Logistics for solution. The scheduling, organizing and completion of tasks and duties in accordance with set deadlines.

#### **4.0 Specific Tasks include but are not limited to:**

- ❑ Conducts research to inform the development of strategy for procurement and contributes to the development of procurement and disposal strategies in accordance with the approved policies for the procurement and disposal assets in keeping with regulations and legislations.
- ❑ Processes procurement and disposal related documents using relevant templates (ITT, RFQ, RFP, EOI and Conditions of Contract)

- ❑ Ensures full understanding of the budget holder's need and technical requirements before proceeding with the processing and sourcing of requisitions
- ❑ Liaises with suppliers to ensure timely receipt of documents and information and to provide solutions to queries and other supplier related issues.
- ❑ Review of requisitions submitted by internal stakeholders for the inclusion of mandatory documents and attachments
- ❑ Reviews and prepare purchasing analysis recommendation to support supplier selection and ensure value for money is obtained
- ❑ Attends site visits (as needed) ensuring procedures executed are done based on guidelines and ensuring additional information is communicated to potential bidders
- ❑ Demonstrates negotiation skills with vendors to ensure their ability to meet requirements for design, performance, cost reduction of goods and services, quality and delivery;
- ❑ Develops customized strategies providing high customer service and reduced costs.
- ❑ Schedules and coordinates meetings with internal and external stakeholders as and when required.
- ❑ Manages Contract Delivery and contract activities that have been undertaken.
- ❑ Performs duties as it relates to procurement, disposal, tendering and evaluation and provides advice and guidance on less complex procurement matters to support staff.
- ❑ Assists in the preparation of procedures manuals, desk manuals, workflow charts, data manuals and other planning tools.
- ❑ Prepares and/or reviews Purchase Orders as required.
- ❑ Prepares quarterly and monthly reports for Committee and Departmental review; also prepares weekly reports on purchasing transactions for review by the Manager- Purchasing & Logistics, for submission to the Area Administrative Officer/Manager- Hospital Administration or any other Heads of Departments as indicated by Manager- Purchasing & Logistics.
- ❑ Conducts regular training sessions on Purchasing Policies at administrative offices for new staff and refresher sessions for existing staff on a quarterly basis or as needed.
- ❑ Ensures that E-Storage is managed and used efficiently; conduct regular checks as required.
- ❑ Supervises staff daily to ensure function is carried out in an efficient manner, also typically includes recommendations for performance evaluation, training, work allocation and problem solving.
- ❑ Ensures end users/stakeholders are familiar with the stock requisition system and that the guidelines and rules governing these are adhered to and respected by all.
- ❑ Develops record keeping procedures and manage appropriate department records in accordance with applicable regulation, policies and procedures.
- ❑ Participates in the development of operating goals and objectives for the unit: recommends, implements and administers methods and procedures to enhance operations.
- ❑ Assists in the conduct of bid openings, evaluate bids and proposals to determine responsive low bid: assures selection in accordance with established criteria.

- ❑ Reviews and ensures that quotations received are in adherence to specifications.
- ❑ Co-ordinates the procurement process, ensuring that the proper procedures are used when evaluating suppliers, and that all Purchase Orders are generated and followed through giving proper and timely feedback to all stakeholders.
- ❑ Provides feedback to the expediting unit with respect to discrepancies concerning delivery of goods.
- ❑ Assists in the monitoring, evaluation and recording of vendor performance.
- ❑ Assist in the Authority annual stock count exercise.
- ❑ Performs other related duties as required by the approved Authority.

#### **4.0 Terms of Engagement**

The Contractor shall maintain a forty (40) hour work week (8:00am to 4:15pm);

#### **5.0 General Knowledge**

- ❑ Knowledge of the Public Procurement and Disposal of Public Property Act (2015);
- ❑ Sound knowledge of the Institutional and Operational Framework in which the Authority operates;
- ❑ Sound knowledge of Contracting for goods and services
- ❑ Good knowledge of the Tender process would be an asset.
- ❑ Practical experience in any accounting software, knowledge of Microsoft Dynamics GP would be an asset.

#### **6.0 Minimum Training and Experience**

- ❑ Completion Level 5 C.I.P.S programme
- ❑ Understanding of the Public Procurement & Disposal of Public Property Act (2015) as amended
- ❑ Minimum of three (3) years' experience in a similar position;