

## PORT AUTHORITY OF TRINIDAD AND TOBAGO



### VACANCY: CHIEF PROCUREMENT OFFICER (CPO) (CONTRACT)

#### Job Summary

The Chief Procurement Officer (CPO) leads and directs the procurement function in keeping with the vision and strategic priorities of the Port Authority. The incumbent must analyze, categorize and account for goods and services procured according to risk; and spend in a manner as prescribed by the Public Procurement and Disposal of Public Property Act 2015 (*and any other applicable legislation and regulations*) as well as the Authority's approved Procurement Policy and Procedures.

#### Responsibilities

- Ensure that all HR policies and procedures including performance management are implemented throughout the Procurement Department
- Establish key performance indicators and qualitative and quantitative metrics to capture, evaluate and report on the benefit and performance of all procurement activity and leading improvement planning and implementation in consultation with key stakeholders
- Develop, implement and evaluate strategies and plans to ensure achievement of short, medium and long-term objectives in alignment with the PATT's Strategic Plan
- Provide expert advice to key stakeholders on all aspects of the procurement legal framework, policy, strategy and practice to inform business planning and action, encourage innovative approaches and enhance value through improved procurement efficiency and outcomes
- Establish and lead an organization-wide procurement governance and risk management framework to monitor, manage and drive procurement performance ensuring compliance with relevant legislation and policy and identify business opportunities
- Lead the development of the Annual Procurement Plan and manage the total procurement efforts in accordance with the Approved Annual Procurement Plan
- Compile reports for the Office of the Procurement Regulator and other key internal and external stakeholders, as required.

#### Tender Process

- Develop and implement effective policies and procedures to guide User Departments on selected methods for tendering for the Authority
- Manage the procurement process from initiation to award or termination of contract.

**Vacancy: Chief Procurement Officer (CPO) (Contract)** /2

#### Prequalification of Vendors/Vendor Management

- Manage the prequalification process and evaluation of prospective suppliers

- Review pre-qualification documents and pre-qualification evaluation criteria and

### Required Knowledgeable, Skills and Abilities

- Working knowledge of the State's Financial Regulations
- Experience in developing strategic plans and supporting programmes
- In-depth knowledge, understanding and application of current Public Procurement Laws and Regulations and of the Public Procurement and Disposal of Public Property Act 2015

### Minimum Requirements

#### **Qualification/ Experience and Training:**

- Professional Diploma in Procurement & Supply- CIPS or SPSM (*equivalent level to a Degree*) or Degree in Logistics, Supply Chain Management or related discipline from an accredited academic institution
- Master's Degree in Procurement or Supply Chain Management from an accredited academic tertiary level institution
- Professional Membership in CIPS will be an asset
- Certification in legal training will be an asset
- Minimum of ten (10) years' working experience performing similar functions in a procurement environment with no less than five (5) years at a senior managerial level in a large, complex organization

*Applications along with copies of certificates (10Mbs Limit) should be submitted no later than 4.00 p.m. on 2022 May 04 and addressed to:*

**Executive Human Resource Manager  
Re: Chief Procurement Officer (CPO) (Contract)  
Port Authority of Trinidad and Tobago  
Administration Building  
Dock Road  
Port of Spain.  
OR  
Via E-mail as follows:  
[pattvacancies@patnt.com](mailto:pattvacancies@patnt.com)**

***Email subject line should read: Chief Procurement Officer (CPO) (Contract)***

**Unsuitable applications will not be acknowledged.**