

# PORT AUTHORITY OF TRINIDAD AND TOBAGO



## VACANCY: JUNIOR PROCUREMENT OFFICER

### JOB SUMMARY

The Junior Procurement Officer is responsible for procurement of goods, works and services for Small Scale and Micro Procurement in full compliance with the Public Procurement and Disposal of Public Property Act 1 of 2015 (PPDPPA) as amended, the Procurement Regulations, OPR Handbooks and Guidelines and PATT's Procurement Policies and Procedures.

### KEY DUTIES AND RESPONSIBILITIES

- Receive purchase requisitions from the Assistant Manager/ Procurement Officer/ End User.
- Prepare Request for Quotations (RFQs) in accordance with organizational guidelines.
- Issue RFQs to approved suppliers.
- Receive and review quotations from suppliers.
- Compile evaluation reports summarizing supplier quotations.
- Based on approved evaluation reports, generate purchase orders.
- Ensure accuracy and completeness of purchase orders prior to issuing purchase orders to respective suppliers.
- Follow-up with suppliers to expedite delivery of outstanding supplies.
- Follow-up with the Warehouse Supervisor and Inventory Controller to ensure that all receipts are entered on the system.
- Maintain regular communication with suppliers.
- Provide updates on order status and escalate any queries or issues.
- Collaborate with the inventory Controller/Warehouse Supervisor to arrange delivery schedules.
- Provide updates on procurement activities, including pending orders, deliveries, and payments.
- Maintain organized filing systems for all procurement-related documents.
- Ensure all documentation is accurately filed and easily accessible.
- Assist with the preparation of reports.
- Undertake any other assignments required from time to time, to fulfil the job purpose.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge and understanding of PPDPPA and its associated legislation, and modern procurement principles and practices.
- Working knowledge of Public Sector Procurement and general knowledge of Procurement Laws and Regulations
- Basic knowledge of accounting.
- Commitment to ethical behavior, transparency and compliance with procurement policies and regulations.
- Ability to build trust, credibility and effective working relationships with all levels of staff within the Company

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to exercise tact and diplomacy in the performance of duties.
- Ability to maintain confidentiality and integrity in the performance of duties.
- Ability to exercise good judgement.
- Effective communication skills at any level of the organization.
- Basic negotiation skills
- Sound analytical and numeracy skills.

**MINIMUM ACADEMIC QUALIFICATIONS, TRAINING AND WORKING EXPERIENCE**

- Associate Degree in Business Administration, Supply Chain Management or related field or
- Diploma in Procurement and Supply (CIPS) or equivalent Procurement Certification
- Proficient in Microsoft Office.
- At least two (2) years' experience in a Procurement environment.

**Any equivalent combination of qualifications, training and working experience will be considered.**

Interested persons must submit applications comprising Cover letter; and Updated CV *either* in hard copy *or* email no later than **4.00 p.m. on May 20, 2025** addressed to:

**Executive Human Resource Manager  
Re: Junior Procurement Officer  
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: Junior Procurement Officer

**APPLICATIONS RECEIVED AFTER THE STIPULATED DEADLINE DATE AND TIME  
WILL NOT BE GIVEN ANY CONSIDERATION**

**Unsuitable applications will not be acknowledged.**