

PORT AUTHORITY OF TRINIDAD AND TOBAGO



VACANCY: PROCUREMENT OFFICER

JOB SUMMARY

The 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.

The Procurement Officer provides procurement services to stakeholders within PATT, through the timely and cost-effective acquisition of goods and services, and proper disposal of assets all in keeping with the guiding Legislations and organizational policies and procedures.

KEY DUTIES AND RESPONSIBILITIES

- Analyze and strategizes planned purchase requests to determine the appropriate procurement strategy and method.
- Participate in the provision of procurement and disposal services in accordance with the relevant legislation, policies, procedures, rules and regulations.
- Solicit and compare prices/quality/delivery of competitive products and services to obtain best value for money.
- Monitor and review the progress of contractual agreements review information contained in invoices being presented for payment.
- Issues tender documents and maintains and updates the register of pre-qualified contractors.
- Schedule, organize and facilitate Site Visit meeting and/or Pre-bid meetings as required.
- Continuously works with the OPR Procurement Depository to ascertain on a regular basis regarding new and prequalified vendors, service providers, consultants and contractors.
- Assist in the preparation and evaluation of pre-qualification documentation and submissions.
- Assists in negotiation exercises with vendors, contractors and service providers.
- Collaborate with the inventory Controller/Warehouse Supervisor to arrange delivery schedules.
- Provide updates on procurement activities, including pending orders, deliveries, and payments.
- Provide advice and guidance on matters regarding the application of procurement and disposal legislation, restrictions, regulations, policies and procedures.
- Maintain current procurement records, including electronic records ensuring the accuracy and integrity of data.
- Provides guidance and training on proper Codes of Conduct in Procurement and Disposal Activity.
- Assists in the preparation of monthly internal reports and monthly/quarterly reports for the OPR
- Participate in the implementation of the Annual Procurement and Disposal Plan and Schedule.
- Performs related work as may be required by the job functions.

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
- Commitment to ethical behavior, transparency and compliance with procurement policies and regulations.
- Knowledge of Records Management.
- Ability to build trust, credibility and effective working relationships with all levels of staff within the Company
- Skilled in public procurement, contracting and tendering principles.
- Skilled in negotiating.
- Sound analytical and numeracy skills.
- Display a high level of integrity and confidentiality in performing duties

MINIMUM ACADEMIC QUALIFICATIONS, TRAINING AND WORKING EXPERIENCE

- Associate Degree in Business Administration, Supply Chain Management or related field or
- Advance Diploma in Procurement and Supply (CIPS) or equivalent Procurement Certification
- Proficient in Microsoft Office
- At least four (4) 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: Procurement Officer
Port Authority of Trinidad and Tobago
Administration Building
Dock Road
Port of Spain.**

OR

via E-mail as follows: pattvacancies@patnt.com

Email subject line should read: Procurement Officer

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

Unsuitable applications will not be acknowledged.