

**JOB DESCRIPTION**

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| **Job Title:** | **Procurement Officer** |
| **Reports to:** | **General Manager - Operations** |
| **Department:** | **Procurement** |
| **Job Supervised:** | **Nil** |
| **Stakeholder Relationships:** | **Suppliers, Contractors, Legal Counsel, All Managers and Employees** |

**Job Summary:**

The Procurement Officer is required to provide support and participate in the implementation of procurement and disposal activities and in the provision of related services in the Organisation. Work includes interpreting and applying procurement and disposal policies and procedures; conducting research and analysing procurement data to inform policy development; participating in the implementation of the Annual Procurement Plan; supervising support staff and providing advice and guidance on procurement and disposal related issues.

**Primary Functions and Responsibilities:**

* Participates in the implementation of the Annual Procurement & Disposal Plan, programmes and projects to support the overall strategic objectives of the organisation.
* Contributes to the revision and implementation of approved procurement policy and procedures in keeping with best practices.
* Coordinates all aspects of the tendering process for all procurement transactions that qualify for tender in accordance with the procurement policy.
* Establishes and maintains vendor relationships and a register of qualified vendors of the major goods and services purchased by exporTT.
* Establishes and negotiates contract terms and conditions, and administers contract performance, including delivery, receipt, warranty, damages and insurance.
* Determines and secures bulk ordering opportunities to gain competitive pricing where practical, based on volume.
* Supervises the activities of support staff involved in the provision of the procurement and disposal services.
* Process purchase requisitions / orders within purchasing authority. In cases where such purchasing authority is delegated, ensure clarity of procurement procedures and compliance with procurement policy.
* Updates and maintains the public procurement database of the Organisation which is linked to the central database of the Office of the Procurement Regulation.
* Assist Managers/Units in the development of specifications for equipment, materials, and services to be purchased.
* Prepare and maintain procurement reports and participates in the drafting of preliminary budgetary estimates of expenditure for the Procurement and Disposal Unit.
* Work with internal and external stakeholders to determine procurement needs, quality, and delivery requirements.
* Any other duties and responsibilities consistent with this role.

**Qualifications:**

* A Bachelor’s Degree in Management Studies, Public Sector Management, Finance, Law, Economics, or Marketing, Certification in Procurement & Supply, Procurement Management or Supply Chain Management from an accredited institution.
* Experience in the area of procurement and disposal of public property.
* Three (3) years’ experience in a similar environment.

**Requirements for the Role:**

* Considerable knowledge of the principles, practices, methods and techniques of procurement and disposal management.
* Considerable knowledge of legislation, policies, procedures, rules and regulations related to public procurement and disposal management.
* Knowledge of research methods, principles and techniques.
* Knowledge of supply market operations.
* Strong integrity and good character.
* Sound negotiating skills.
* Ability to work independently.
* Proficiency in computerized purchasing / business systems; be literate and functional with Microsoft Office, Word and Excel.
* Basic knowledge of the principles of fraud detection.
* Any equivalent combination of knowledge, skills and abilities.

**Required Skills:**

* Ability to use the internet for research purposes
* Ability to analyse and evaluate data and identify trends in procurement and disposal management
* Customer-focused
* Interpersonal Savvy
* Business insight
* Nimble learning
* Drives results
* Collaborates
* Action Oriented