



Trinidad and Tobago
Postal Corporation

JOB OPPORTUNITY

PROCUREMENT OFFICER

DIVISION: OFFICE OF THE MANAGING DIRECTOR

REPORTS TO: PROCUREMENT MANAGER

POSITION SCOPE:

The Procurement Officer assists in the preparation of all procurement documentation and general procurement tasks at TTPost.

KEY DUTIES AND RESPONSIBILITIES:

- Assists the Procurement Manager in the preparation of Tender Documentation and general procurement tasks
- Prepares documentation for pre-tender and site visit meetings
- Prepares, compiles and dispatches Tender Packages, requests for Proposals, Expressions of Interest and pre-qualification Documentation together with all pertinent correspondence for approval by all stakeholders
- Reviews Tender submissions prior to vetting by the Tender Evaluation Committee (TEC)
- Records minutes of the TEC for circulation
- Prepares Evaluation Reports for approval and signatories of TEC to facilitate Contract Awards
- Solicits quotations and product specifications from suppliers
- Coordinates and schedules the delivery timetable for equipment and service with suppliers/contractors
- Liaises and follows up on status of issues with internal and external stakeholders to expedite the procurement process and to rectify anomalies and exceptions on a timely basis
- Compiles status and handover reports upon completion of delivery and acceptance of equipment
- Prepares documents to facilitate payment to suppliers after all checks and balances have been completed
- Monitors, reviews and oversees the daily tasks performed by the Procurement Assistants
- Adheres to health, safety and environmental rules, regulations and guidelines
- Performs other related duties that may be required by the job function

EDUCATION:

- Five (5) CXC/GCE O' Levels including Mathematics and English
- CIPS Certificate required
- CIPS diploma would be an asset

EXPERIENCE:

- A minimum of two (2) years related work experience
- Working knowledge of procurement methods and procedures, laws, rules and regulations governing the purchasing of items from local and foreign sources

The closing date for applications is **December 04, 2015**

Please note that unsuitable and late applications will not be acknowledged.

Applications should be addressed to: -

General Manager, Human Resources
Human Resource Division
Trinidad and Tobago Postal Corporation
National Mail Centre
240-250 Golden Grove Road
Piarco, 350462
Trinidad and Tobago or email: gmhr@ttpost.net