



**Airports
Authority**
OF TRINIDAD AND TOBAGO

PROFESSIONAL CAREER OPPORTUNITY

Airports Authority of Trinidad and Tobago ("the Authority") is currently seeking to recruit a suitably qualified individual to join our dynamic organization to fill the position of:

CHIEF PROCUREMENT OFFICER

JOB SUMMARY:

The Chief Procurement Officer will be responsible for planning, organizing, developing and coordinating procurement activities and the disposal of property by the Authority.

KEY DUTIES/ TASKS:

1. Manage overall direction, co-ordination, and evaluation of procurement within the Authority.
2. Develop and implement organizational procurement strategy to meet the Authority's short, mid, and long term procurement goals and objectives and ensure cost effective procurement.
3. Formulate procurement policies, procedures, processes and guides to ensure compliance with statutory obligations.
4. Lead the development of the Annual Procurement Plan. In conjunction with user departments, develop short and long term strategic procurement plans for each department.
5. Perform all procurement and contracting activities including pre-qualification, tender management (inclusive of preparation and issuance of tender documents, receipt and evaluation of proposals and bids, make determinations with respect to tender challenges and recommendation for awards of contracts), negotiation and preparation of contracts in a timely manner.
6. Establish and enhance key performance indicators and metrics for procurement practices with a view to continuous improvements in consultation with Management.
7. Monitor and measure procurement performance and draft periodic procurement performance reports for the organization.
8. Maintain and update list of suppliers/contractors and their qualifications, delivery times, and performance history.
9. Assess market trends and risks, review strategies, and devise appropriate plans and risk mitigation strategies to ensure timely and cost effective procurement.
10. Analyse delivery trends so as to design procurement strategies and processes that support those trends.
11. Accurately track and report key functional metrics.
12. Maintain accurate records of tenders, purchases, pricing and other data
13. Provide reports as required to Management, the Board, the line Ministry and the Office of Procurement Regulation.
14. Establish, maintain and disseminate guides, manuals and other documents regarding procurement policies and procedures.
15. Develop and implement training programmes for Management and employees on procurement processes.
16. Establish and supervise a contract administration system to ensure that contractors are performing in accordance with the terms and conditions of their contracts.
17. Staffing and supervision of the Procurement Department.
18. Serve as procurement advisor and technical expert to Management and the Board.
19. Make recommendations for the disposal of property by the Authority and manage the disposal process.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of the Public Procurement and Disposal of Property Act 2015 (as amended) (Trinidad and Tobago).
2. Considerable knowledge of contract law.
3. Comprehensive knowledge of modern principles and practices governing government procurement and supply-chain management.
4. Experience with modern sourcing and procurement systems.
5. Research and benchmarking skills.
6. Good knowledge of the principles, practices and techniques of public administration, organization, budget preparation, personnel management, supervision, training and development, financial administration and public relations.
7. Working knowledge of finance and/or accounting in terms of budgeting, cost management, financial accounting, treasury, risk management etc. and demonstrated ability to use accounting, budgeting and statistical analysis tools.
8. Working skills in project and programme management.
9. Proficient in the use of common office software systems (Microsoft Office Suite, Word, PowerPoint, Outlook and Excel), automated purchasing systems and productivity tools.
10. Ability to develop effective and cooperative working relationships with internal and external stakeholders of diverse backgrounds.
11. Ability to coordinate, manage, problem solve, strategize, schedule, analyze, and plan.
12. Strategic mindset and ability to resolve problems that are highly complex and sensitive in nature.

QUALIFICATIONS & EXPERIENCE:

1. Bachelor's degree (or equivalent) from an accredited college or university in Business or Public Administration, Law, Finance, Purchasing, Supply Chain Management, Logistics or closely related field AND
2. Professional Certification in Procurement from an industry recognized certification institution such as the Chartered Institute of Purchasing and Supply (CIPS) or a near equivalent
3. Minimum ten (10) years' experience in public procurement including supervisory responsibilities OR Any equivalent combination of relevant experience and qualifications.

Interested persons should send their application and résumé to:-

Executive Manager – Strategic Human Resources

Airports Authority of Trinidad and Tobago
Airports Administration Centre
South Terminal
Golden Grove Road
PIARCO

Or email to recruitment@tntairports.com

The deadline date for receipt of applications is

February 22nd, 2019

Unsuitable applications will not be acknowledged.