

**EMPLOYMENT OPPORTUNITY:**

The National Infrastructure Development Company Limited (NIDCO) is a Special Purpose State Enterprise established by the Government of the Republic of Trinidad and Tobago to manage the delivery of assigned infrastructure projects. NIDCO is inviting applications for the following position.

## SENIOR PROCUREMENT OFFICER

### JOB SUMMARY

The Senior Procurement Officer shall support the Procurement Manager and is responsible for administering and monitoring the procurement process. The incumbent communicates with suppliers to ensure that the organisation receives the best value for money and that orders and contract are in line with approved procurement procedures.

### WORKING RELATIONSHIPS

- Reports to the Procurement Manager.
- Works closely with internal and external stakeholders.

### DUTIES AND RESPONSIBILITIES

- Provides support to the Procurement Manager in the preparation of the Annual Procurement Plan.
- Assists in the development of standard procurement documents and/or procedures.
- Contributes to the development of internal policies and procedures to improve integrity, efficiency and effectiveness of the functions.
- Submits relevant procurement and disposal strategies to the Procurement Manager for consideration.
- Solicits bids/offers from the supply market in a manner determined in the procurement plan.
- Ensures that contractual documents reflecting the terms and conditions of the approved contract award or disposal are finalized with the Legal Department.
- Creates tender lists and documentation based on projected requirement figures and bids, comparing prices, delivery dates and specifications.
- Oversees vendor analysis process.
- Creates and communicates project procurement strategies.
- Develops, reviews, and suggests new or improved administrative, purchasing, and clerical procedures to maintain economy and efficiency of operations.
- Maintains procurement management databases.
- Nurtures professional and healthy relationships with vendors and suppliers and provides objective vendor performance appraisals.

### KEY SKILLS AND COMPETENCIES

- Sound knowledge of procurement methods and procedures, laws, rules and regulations governing public procurement and purchasing of items from local and foreign sources.
- Ability to administer the entire procurement process, including developing and issuing of bidding documents, tender procedures, evaluation of bids, negotiation and monitoring contracts.
- Sound commercial aptitude and sound knowledge of relevant Supplier Market.
- Varied and successful procurement, contracts background with experience in negotiation, developing, implementing procurement and contract strategies.
- Ability to develop contract strategies using best practice in both private and public sector.
- Significant experience of assessing pre-qualification, tender submission documents and managing supplier clarification meetings.

### QUALIFICATIONS, MINIMUM EXPERIENCE AND TRAINING

- Bachelor's Degree in Management Studies, Accounting Business Administration, Public Administration, Public Sector Management, Economics or any other related field.
- Certificate in Public Procurement/CIPS Level 5.
- Minimum four (4) years' experience in public procurement or any equivalent combination of experience and training.

**THE HUMAN RESOURCE DEPARTMENT**  
National Infrastructure Development Co. Ltd. (NIDCO)  
The Atrium- 6B Don Miguel Road  
Don Miguel Ext. EL SOCORRO 280603 Trinidad West Indies  
Email: [hr@nidco.co.tt](mailto:hr@nidco.co.tt)  
Tel: (868) 226-7900

**CLOSING DATE FOR RECEIPT OF APPLICATIONS**  
IS: FRIDAY 2<sup>nd</sup> DECEMBER, 2022

Unsuitable applications will not be acknowledged.