

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 currently inviting applications for the following position:

Interested persons must register and apply on the Employ TT Platform via: <https://employtt.gov.tt/jobs/view/2754>

PROCUREMENT OFFICER



Job Description

This position will participate in the implementation of procurement and disposal activities in keeping with internal procurement policies and procedures. Work includes interpreting and applying procurement and disposal policies and procedures; conducting research and analyzing procurement data to ensure an efficient/cost-effective process designed to assist NIDCO in the procurement of goods and services.

Key and Critical Responsibilities

- Assists in the implementation of the Annual Procurement Plan under the directions of the Senior Procurement Officer.
- Solicits bids/offers from the supply market in a manner determined in the procurement plan.
- Examines evaluation reports and/or recommendations for award based on comparison to budget estimates, price, specifications, payment terms, and total cost of acquisition.
- Maintains internal procurement policies and procedures and enforces compliance with the regulations and guidelines developed by the Office of Procurement Regulation (OPR).
- Assists in the selection and maintenance of appropriate suppliers and contractors, utilizing the OPRs Depository, to promote good procurement practices with due regard to sustainability, ethical purchasing standards and whole-life costing.
- Assists in drawing up tender lists and documentation based on projected requirement figures and bids, comparing prices, delivery dates and specifications.
- Ensures that tender instructions are followed in accordance with company standards and best practices.
- Reviews purchase requisitions and prepares purchase orders for goods and services in accordance with company policy and procedures.
- Schedule, organize and facilitate pre-bid and/or site visit meetings as required.
- Assists in the preparation of tender documents, memos and quarterly/annual reports for the OPR.

Key Competencies

- Working knowledge of procurement methods, procedures, laws, rules and regulations governing public procurement of goods and services.
- Good understanding of the entire procurement process, including preparing and issuing of bidding documents, tender procedures, evaluation of bids, negotiation and monitoring contracts.
- Strong MS Office skills.

Qualification/Minimum Experience and Training

- Advanced Diploma in Management Studies, Accounting, Business Administration, Public Administration, Public Sector Management, Economics or any other related field.
- Certificate in Public Procurement/ CIPS Level 4.
- A minimum of 3 years experience in public procurement or any equivalent combination of experience and training.