



# TOBAGO HOSPITALITY AND TOURISM INSTITUTE

## Job Title: Manager-Procurement

**Revised:** July 23rd 2025

**Position Number:** 601

**Department:** Procurement

**Reports to:** Chief Executive Officer

**Approved by:**

**Date:**

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### 1.0 JOB SUMMARY:

The Manager - Procurement is responsible for leading and managing all procurement and disposal activities of the Institute in accordance with national legislation, regulations, and institutional policies. The incumbent is charged with developing, implementing, and maintaining procurement policies, overseeing contract negotiations, ensuring regulatory compliance, and optimizing procurement strategies to support the Institute's operations and strategic goals. The Manager also serves as the liaison with external regulatory bodies and ensures ethical, transparent, and cost-effective procurement practices.

### 2.0 DUTIES & RESPONSIBILITIES:

- 2.1. Leads the strategic development, implementation planning, and policy formulation of the organization in procurement and disposal, ensuring compliance with national legislation and statutory requirements.
- 2.2. Develops and executes the Procurement Plan and aligns procurement operations with institutional and national objectives.
- 2.3. Oversees all procurement processes including tendering, supplier pre-qualification, bid evaluations, and contract negotiations
- 2.4. Implements effective procurement controls to prevent fraudulent practices, ensure transparency, and enhance accountability.
- 2.5. Supervises the procurement team and ensures the continuous training and development of staff.
- 2.6. Maintains the procurement database and ensures synchronization with national and THA procurement systems.
- 2.7. Monitors supplier performance, conducts quality checks, and ensures compliance with contractual obligations.
- 2.8. Liaises with legal and financial departments to ensure that procurement transactions comply with institutional and statutory requirements.

- 2.9. Conducts market research, compiles procurement analytics and reports, and uses insights to inform decision-making and policy development.
- 2.10. Participates in the preparation of procurement budgets and expenditure forecasts.
- 2.11. Advises the Executive Management and Board on procurement-related matters and presents relevant reports.
- 2.12. Performs any other job-related duties assigned by the Chief Executive Officer or authorized officer.
- 2.13. Any other job-related duties assigned by his/her immediate Supervisor/Manager or duly authorized officer

### **3.0 COMPETENCIES**

#### **3.1. CORE**

- Integrity
- Collaborating with Others
- Quality
- Student Centered Focus

#### **3.2 TECHNICAL**

- In-depth knowledge of public procurement legislation, regulations, and procedures
- Understanding of supply chain management principles
- Contract drafting, negotiation, and compliance
- Data analysis and reporting
- Proficiency in procurement and ERP systems
- Budgeting, cost analysis, and financial principles
- Risk assessment and mitigation
- Market research and supplier evaluation
- High ethical standards and transparency
- Customer service orientation

#### **3.3 LEADERSHIP**

- Strategic Leadership
  - Managing Resources
  - People Leadership
  - Business Acumen

**4.0 QUALIFICATIONS & EXPERIENCE:**

- 4.1. Bachelor’s Degree in Management, Supply Chain Management, Procurement, or a related field
- 4.2. Masters Degree in Management, Supply Chain Management, Procurement, or a related Field will be considered an asset
- 4.3. Level 6 Professional Diploma in Procurement and Supply Chain (e.g., CIPS Level 6)
- 4.4. Minimum of seven (7) years of progressive experience in procurement, including at least three (3) years in a leadership or managerial role
- 4.5. Demonstrated expertise in public procurement regulations and strategic sourcing.
- 4.6. Experience in developing procurement policies and leading procurement audits or reviews

**5.0. KEY RELATIONSHIPS:**

- 5.1. Reports to: Chief Executive Officer
- 5.2. Works with: Executive management team or representatives, Accounts Department, Facilities & Infrastructure, legal stakeholders, suppliers, vendors
- 5.3. Communicates with: Executive management, supervisory and all other staff  
Tobago House of Assembly and national Procurement divisions,  
Board of Survey, suppliers, vendors
- 5.4. Direct Reports: Procurement Officer
- 5.5. Indirect Reports: Finance and Planning Committee of the Board. Board of Directors, Quality, Faculty and Staff, students

**6.0 SUPERVISORY RESPONSIBILITIES:**

Yes

**7.0. ACCOUNTABILITIES/OUTPUTS:**

Outputs	How Often
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Procurement plans and strategies	Annually
Market research and supplier sourcing	Ongoing and as needed
Bid evaluations and tender processes	As required
Contract negotiation and management	As required
Purchase order processing	As per service level timelines
Supplier relationship management	Ongoing
Budget monitoring and cost analysis	Monthly and Quarterly
Risk assessments and mitigation plans	Ongoing
Procurement performance reports	Monthly and Quarterly
Compliance with procurement policies	Always

## **8.0 CHANNEL & MODE OF COMMUNICATION:**

### **8.1 In line of duty, a wide range of communication channels is utilised which include:**

- Telephonic and face-to-face conversations
- Video and audio conferencing
- Pre-recorded instructional videos
- Utilisations of emails
- Formal written documents- written letters and memos
- Chats and messaging

### **8.2 MODES OF COMMUNICATION**

- Interpretive Communication
- Interpersonal Communication
- Presentational Communication
- Gestural Communication
- Aural Communication

- Visual Communication
- Spatial Communication

## **9.0 PHYSICAL AND MENTAL STRAIN:**

### **9.1 MENTAL DEMANDS**

- Requires a significant degree of multitasking to complete multiple and varied projects
- Requires a significant degree of concentration for extended periods of time
- Requires a significant degree of collaboration with various units to execute duties
- Significant degree of time is spent on research
- Requires a rapid response rate to emails or phone calls to address urgent demands expressed by various stakeholders
- Occasional disruption by calls for meetings or the need for intervention on pertinent issues

### **9.2 PHYSICAL DEMANDS**

- Regularly works for an extended period of time in a seated position, but standing and walking is required.
- Regularly exposed to rays from computer monitors that may lead to eye strain
- Rarely functions in environments that may pose physical threat

## **10.0 WORK ENVIRONMENT:**

10.1 This job is performed in comfortable surroundings. There are no environmental demands.

## **11.0 ACCEPTANCE STATEMENT:**

The Management of the Tobago Hospitality and Tourism Institute, reserves the right to amend this Position Description anytime as required.

I have read and fully understood the position description as stated and accept that any of the tasks may be modified or changed. I accept that I am to be governed by the duties of this job description and take responsibility for performing the functions as listed above, in accordance with performance measures relevant to this job description and the organization's Strategic Plan.

This Position Description in no way states or implies that these are the only duties to be performed and I may be required to perform any other job-related duties assigned by the Chief Executive Officer or duly authorized officer.

My signature below indicates my acceptance of the same and my commitment to the performance of my duties at the Tobago Hospitality and Tourism Institute.

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**Employee's Name**  
**(Please print)**

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**Employee's Signature**

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**Date**