



TOBAGO HOSPITALITY AND TOURISM INSTITUTE

Job Title: Procurement Officer

Revised: July 23rd 2025

Position Number: 602

Department: Procurement

Reports to: Manager-Procurement

Approved by:

Date:

1.0 JOB SUMMARY:

The Procurement Officer is responsible for coordinating, and supervising the work and providing support and participating in the implementation of procurement and disposal activities.

Work includes the development and implementation of the organization's Procurement Plan; in keeping with legislation and regulatory requirements; developing, implementation, maintenance and communication of procurement and disposal policies and procedures; conducting research and analyzing procurement data to inform policy development; supervising support staff and providing advice and guidance on procurement and disposal related issues.

2.0 DUTIES & RESPONSIBILITIES:

- 2.1. Participates in the strategic development, implementation planning and policy formulation of the organization, bringing to bear the national legislation, agenda and statutory requirements for Procurement and Disposal.
- 2.2. Ensures the adherence to and implementation of all provisions of procurement and disposal services in accordance with the relevant legislation, policies, procedures, rules and regulations.
- 2.3. Supervises the activities of support staff involved in the provision of the procurement and disposal services.
- 2.4. Issues tender documents and maintains and updates the register of pre-qualified contractors.
- 2.5. Implements measures to identify and prevent fraudulent practices.
- 2.6. Updates and maintains a procurement database linked to the centralised database of the Office of Procurement Regulation and/or those of the Tobago House of Assembly.
- 2.7. Conducts quality control checks to ensure that contract deliverables are provided in compliance with contractual arrangements.

- 2.8. Provides advice and guidance on matters regarding the application of procurement and disposal legislation, policies, procedures, rules and regulations.
- 2.9. Liaises with the Procurement Regulations authorities to obtain advice and guidance on the interpretation and application of procurement and disposal policies, procedures, and legislation.
- 2.10. Conducts research and analyzes data on performance related issues pertaining to procurement and disposal reports findings and makes recommendations for improvements.
- 2.11. Participates in the implementation of the performance management system related to public procurement and disposal.
- 2.12. Participates in the drafting of preliminary budgetary estimates of expenditure for the Procurement and Disposal of FIXED ASSETS
- 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

- Extensive knowledge and awareness of procurement-related legislation (the Act and Public Procurement and Disposal of Public Property Regulations, laws, and relevant codes of conduct), and their practical application.
- Understanding of the implications and effects of the Act and Public Procurement and Disposal of Public Property Regulations on the procurement function.
- Understanding of supply chain management principles, including demand forecasting, inventory management, supplier relationship management, and logistics.
- Ability to identify potential suppliers, monitor supplier performance, and reliability.
- Ability to conduct market research, evaluate bids and proposals, negotiate contracts, and manage relationships with vendors and suppliers.

- Proficiency in drafting, reviewing, and managing contracts, including understanding terms and conditions, negotiating pricing and service level agreements, and ensuring compliance.
- Knowledge of budgeting and financial principles relevant to procurement, such as cost analysis, total cost of ownership (TCO), return on investment (ROI), and cost-saving strategies.
- Skills in identifying and assessing procurement risks, including legal, financial, operational, and reputational risks, and implementing strategies to mitigate these risks.
- Data Analysis and reporting of procurement information, generating reports, insights to support decision-making
- Proficiency in using procurement-related software and technologies, such as e-procurement systems, contract management tools, and data analytics platforms.
- High ethical standards and compliance, transparency, fairness, and conflict of interest policies, ensuring compliance with all governmental regulations and institutional policies.
- Project Management familiarity to effectively plan, coordinate, and execute procurement projects, ensuring timely delivery of goods and services.
- Customer focused acumen and orientation
- Confidentiality

3.3 LEADERSHIP

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

4.0 **QUALIFICATIONS & EXPERIENCE:**

- 4.1. Bachelor of Sciences Degree in Management or a related field and level 6 professional Diploma in Procurement and Supply Chain
- 4.2. Five (5) to seven years experience in the area of procurement and disposal of public property and training

5.0. **KEY RELATIONSHIPS:**

- 5.1. Reports to: Manager-Procurement
- 5.2. Works with: Executive management team or representatives, Accounts Department, Maintenance, 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: Purchasing 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	
Outputs	How Often

Procurement plans and strategies	Annually
Market research and supplier identification	Ongoing and as needed
Bid solicitations and proposal evaluation	As required
Contract negotiation and management	As required
Purchase orders and requisition processing	Within agreed-upon turnaround times
Supplier relationship management	Ongoing and as needed
Budget monitoring and cost analysis	Monthly and quarterly
Risk assessment and mitigation	Ongoing
Procurement performance reporting	Regularly, typically Monthly and quarterly
Compliance with procurement regulations and 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 Manager, Procurement; 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.

Employee's Name
(Please print)

Employee's Signature

Date