



Treasury Division Ministry of Finance

CONTRACT FOR SERVICES

Applications are invited from suitably qualified persons for **Contract for Services** as **Procurement Specialist** in the Treasury Division, Ministry of Finance, for the Project to implement an Integrated Financial Management Information System (IFMIS) for Government.

PROCUREMENT SPECIALIST

The Procurement Specialist will be responsible for leading the procurement function and overseeing all aspects of purchasing, negotiations, strategy, tool and process implementation for procurement related activities as well as the following:

- Preparing annual procurement plans;
- Ensuring policies and processes are implemented in compliance with established procedures;
- Developing, implementing and maintaining procurement policies with regular review to ensure relevance, conformance with best practices and ensure compliance with all internal and regulatory policies;
- Identifying and screening procurement suppliers;
- Developing and maintaining relationships as appropriate with other Governmental agencies and ministries, and other key external stakeholders;
- Ensuring policies and processes are implemented that comply with established procurement procedures of the Central Tenders Board and the IDB;
- Provide advice and guidance on interpretation of procurement policies; and
- Preparation of bidding documents, terms of references, technical specifications, and all relevant documents required for the procurement of goods, works, services and consulting services for the project.

Required Skills and Core Competencies:

- A Bachelor's Degree in Business Administration, Management, Purchasing, or any related field. A relevant advanced degree with a minimum of 4 - 7 years' experience in procurement and setting procurement strategies would be an asset;
- Knowledge of procurement laws, regulations, practices and procedures in Trinidad and Tobago;
- Excellent negotiation skills;

- Strong organisational skills with attention to detail, and strong foundational knowledge of government contracting;
- Solid computer skills (proficient in the use of Excel spreadsheets, Purchasing and Supply Management software, Power Point);
- Superior oral and written communication skills and in-depth knowledge of auditing and accounting principles; and
- Ability to work in a team environment with proven ability to meet deadlines and prioritise work.

Other Knowledge, Skills and Abilities Required:

- A working knowledge of Government and the IDB's public procurement processes and procedures;
- Strong relationship building, negotiating and influencing skills;
- Ability to handle multiple tasks within tight timelines; and
- Sound knowledge of public sector financial rules, regulations, procedures and procurement policies.

Submit your Application, Curriculum Vitae and copies of relevant qualifications by Monday September 12, 2016 to:-

**Contract for Services
Comptroller of Accounts
Treasury Division
Ministry of Finance
No. 1 St Vincent Street
Port of Spain**

www.finance.gov.tt

UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED