

**iGovTT INVITES INTERESTED PERSONS TO APPLY FOR THE FOLLOWING POSITION:
CONSULTANT - PROCUREMENT**

POSITION CLARIFICATION:

The Consultant will support the Company in carrying out procurement processes including: preparation of Request for Proposals, Expressions of Interest, receipt of quotations, bids or proposals, manage and participate in evaluation committees, negotiation of contract terms, service level agreements, and contract management. The Consultant will mentor and guide the procurement staff to ensure adherence to the established guidelines and systems of the Company and monitor the application of systems to ensure compliance with stated procurement policies. The consultant will be required to guide the company in the revision of its Procurement Policies and drafting of Procurement by-laws to ensure compliance with Public Procurement Legislation. The position is responsible for ensuring that the procurement activities of the Company are executed in accordance with the aforementioned guidelines.

SCOPE OF KEY AND CRITICAL RESPONSIBILITIES include:

- Reviews, and drafts procurement policies and procedures in line with Public Procurement Legislation
- Ensures that procurement activities of the Company are pursued and implemented in a timely manner and reflect high professional standards in accordance with Ministry of Finance and State Enterprises Performance Monitoring Manual Guidelines and relevant legislation
- Reviews, develops and maintains Procurement Policies, Procedures and Process Flows
- Reviews, and develops standard formats in compliance with Ministry of Finance and State Enterprises Performance Monitoring Manual Guidelines and relevant legislation for contracts and bidding documents
- Conducts bidders' meetings, providing clarification and ensuring completion of minutes on the bidding process for bidders
- Facilitates the formation and coordination of Procurement Evaluation Committees that will receive, review technical and financial bids
- Provides professional advice on procurement matters to the Company's Leadership Team
- Drafts Procurement by-laws by the soon to be enacted Procurement Act
- Prepares and updates the Annual Procurement Plans in relation to the Company's Operational Plan inputting all necessary timelines and budgetary considerations in addition to technical and financial selection criteria for each procurement activity

KEY COMPETENCIES:

Knowledge & Experience:

- Extensive knowledge and a minimum of 7-9 years' professional experience in procurement administration
- At least five (5) years of progressively responsible professional experience in public sector procurement administration, with at least three (3) years of relevant experience at a supervisory level
- Extensive knowledge of the current Government's Procurement Act
- Must have a proven track record in leading a team of procurement professionals
- Professional experience in supply chain management will be an asset
- Strong negotiating skills and the ability to influence others to reach agreement
- Proven communication (verbal, written and presentation) skills and the ability to formulate positions on issues, articulate them succinctly and make and defend recommendations
- Proficient understanding of the need for strong customer service toward suppliers, clients and internal customers
- Knowledge of Procurement rules and regulations of external agencies such as the World Bank, the Inter-American Development Bank, etc would be an asset

Education/Accomplishments:

- Bachelor's Degree in Business, Contract/Project Management, Finance, Law, Supply Chain Management or other related discipline
- Post graduate training/education in Business, Contract/Project Management, Finance, Law, Supply Chain Management or other related discipline would be an asset
- Chartered Institute of Purchasing and Supply (CIPS) certification would be an asset
- Approved professional accreditation in Project Management would be considered an asset.

The successful applicant will be employed on a two (2) year contract.

HOW TO APPLY:

Applicants are to submit their applications via e-mail to igovtt-careers@igovtt.tt stating Name, Position being applied for and Contact Information in the subject line.

Deadline Date for the submission of applications: **13th December 2017.**

NATIONAL INFORMATION AND COMMUNICATION TECHNOLOGY COMPANY LIMITED
Lord Harris Court, 52 Pembroke Street, Port of Spain.

We thank all applicants for their interest and advise that only suitably qualified candidates will be contacted.