

**iGovTT INVITES INTERESTED PERSONS TO APPLY FOR THE FOLLOWING POSITION:
PROFESSIONAL - PURCHASING**

POSITION CLARIFICATION:

Reporting to the Head - Procurement, this is a temporary support position the Procurement Unit of the National Information and Communication Technology Company Limited (iGovTT).

The position supports day-to-day operations focusing on purchasing-related activities. He/She is expected to work in collaboration with other iGovTT Units/Teams to formalise purchases through raising of Purchase or Work Orders, and to ensure that all activities related to making purchases comply with the company's procurement rules and regulations. This position will work under the guidance of and report to the Head Procurement.

SCOPE OF KEY AND CRITICAL RESPONSIBILITIES include:

- Work in accordance with procurement guidelines set down for iGovTT's own needs to ensure transparency and accountability in terms of approvals and execution of procurement exercises.
- Assist the Procurement Unit to operationalise the end-to-end process to govern all activities related to making purchases, covering publication of purchase requirements, receiving proposals, proposal evaluation, award to selection solution providers, and keeping track of suppliers' deliverables.
- Assist the Procurement Unit to operationalise a procurement sub-process that addresses procurement on-behalf of Government clients, by incorporating Government procurement rules and regulations.
- Work with all iGovTT Units/Teams to ensure adherence to the purchasing /procurement process.
- Seeks to obtain best value for money (VFM) in procurement & purchasing of goods/services.
- Monitor the progression of the budget throughout the financial year before making recommendations and preparing Purchase Orders for approval.
- Match invoices with Purchase Orders and contract terms as appropriate, investigating and resolving discrepancies where necessary.
- Properly allocate expenditure for receipting invoices.
- Perform other tasks as required by Head Procurement.

KEY COMPETENCIES:

Knowledge & Experience:

- At least 3 - 5 years' knowledge and experience in the procurement process in a medium to large sized organisation
- Sound understanding of procurement rules & regulations and process in Government is essential.
- Excellent communications skills
- Ability to work with professionals on a team
- Proficient in the use of Microsoft Dynamics

Education/Accomplishments:

- Bachelor's Degree Business Management, supply chain management, or Professional Diploma in Procurement Supply (CIPS).

The successful applicant will be employed on a three (3) month temporary 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: **12th January 2018.**

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.