



JOB DESCRIPTION

PROCUREMENT MANAGER

Job Title:	Procurement Manager	Department:	Procurement
Reports To:	General Manager of Finance & Corporate Services.	Based At:	Head Office

Job Purpose:

The Procurement Manager is responsible for overseeing and managing the procurement and disposal processes within the Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL) in accordance with the provisions provided in the Public Procurement and Disposal of Public Property Act 2015 and guidelines from the Office of the Procurement Regulations (OPR), to ensure SWMCOL's compliance with set regulations. To ensure the timely and cost-effective acquisition of materials, equipment, and services needed to operate in accordance with all other Laws and Regulations and approved Procurement Policies and Procedures of SWMCOL.

Key Accountabilities and Responsibilities

- Prepares the Annual Procurement Plan in line with guidelines from the Office of the Procurement Regulations (OPR).
- Leads, directs and manages SWMCOL's procurement and disposal processes in accordance with relevant laws and regulations and in line with the approved procurement/disposal strategy.
- Liaises with the Office of the Procurement Regulations (OPR) to ensure SWMCOL's compliance with set guidelines.
- Monitors and advises the company of required amendments and compliance guidelines, as may become necessary due to changes in laws and regulations.
- Manages and reports on procurement performance.
- Manages the performance of your team and ensures that Appraisals are completed within set deadlines.
- Identifies the supply risk associated with each category of goods and services being procured.
- Guides Procurement and stores staff on ethical practices in procurement and adherence to relevant laws and regulations;
- Forecasts procurement needs; define purchasing recommendations that support business and strategic goals in collaboration with senior management and other key stakeholders;
- Assists with preparing key performance indicators and qualitative and quantitative metrics to capture, report, and evaluate the benefit and performance of all procurement activity and leading improvement planning and implementation.
- Plans and coordinates timely delivery of purchases;
- Implements and enforces Procurement policies, procedures, guidelines, service level agreements, and obligations and formulates strategy for procurement aligned to the Government's PSIP and SWMCOL's Strategic Plan.
- Develops and delivers purchasing, procurement, inventory reports, RFP, TOR, bid proposals, tenders, tender documents and requirements documentation;



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- Responsible for planning, developing, and buying goods, materials, equipment, vehicles, hardware, software, parts, supplies, furnishings, and services in a timely and cost-effective manner while maintaining appropriate quality standards and specifications through new contracts, competitive bids, or existing contracts;
- Monitors and analyzes trends in company purchases, spending, inventory control, and market conditions for future pricing, availability, lead time, and capacity of goods and services and also to make recommendations on cost savings and continuous process and systems improvement;
- Develops and justifies annual budget for recurring services and forecasted procurement needs;
- Assess requests for goods and services by reconciling needs with funds, ensuring that they are, approved, and allowable under limitations, restrictions, and policies;
- Sources and maintains registered lists of vendors and suppliers of goods and services;
- Reviews, evaluates, verifies, and processes invoices and timely preparation of payment requests;
- Ensures procurement files and a database to track purchasing activity, measurements, and expenditures are maintained;
- Ensures accurate and timely payment of invoices, as necessary for the business with the supplier, and the reconciliation of payables with functional allotments;
- Ensures the inventory listing and conduct periodic inventory reconciliations and updates;
- Manages vendors, suppliers, and broker relationships and assists in building effective partnerships;
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as reputation and history;
- Conducts product and service research and specifications and order materials and services as negotiated and appropriately approved. Review quotations;
- Obtains and reviews competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters and subject matter experts;
- Evaluates and monitor contract performance to ensure supplier compliance with site, company, and contracted obligations; assists with clarifying contract requirements and resolving any conflicts.
- Any other related duties as may be assigned by the General Manager of Finance & Corporate Services.

Qualification and/or Experience *(knowledge and skills required to perform the job):*

Critical:

- Postgraduate Degree in Procurement, Supply Chain Management, Management, or related fields.
- CIPS certification will be an asset.
- Training in Procurement / Tendering procedures;

Important:

- Proficient in the use of relevant software applications;
- Detailed oriented;
- Excellent report writing skills;
- Excellent analytical and problem-solving skills;



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<ul style="list-style-type: none">• Working knowledge of customs regulations/clearing of goods;• Minimum of eight (8) years progressive experience in procurement with three (3) years at a managerial level;• In-depth knowledge of materials management;• Any other equivalent combination of qualifications and experience.	<ul style="list-style-type: none">• Excellent oral and written communication skills;• Excellent negotiating skills;• Team player with excellent interpersonal and managerial skills;• Excellent decision-making skills;• Ethical, with a high level of integrity;• Proficient in the use of Procurement Software.
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