



## MIC-IT INVITES APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING POSITION:

### PROCUREMENT OFFICER I

#### OVERVIEW:

The **Procurement Officer I** is responsible for the purchase of products and services in accordance with approved procurement policy, procedures and legislation.

The incumbent is responsible for the prompt delivery of quality goods and services, transparency, cost efficiency and conducting quality audits.

#### JOB SUMMARY includes

1. Prepare and issue RFQs, RFPs and ITBs for materials, tools, equipment and services to suppliers in order to obtain competitive and responsive quotations
2. Review and evaluate quotations and proposals from suppliers, and perform an initial commercial assessment to shortlist the most suitable candidates
3. Perform initial bid evaluation that includes technical commercial considerations with a preferred supplier recommendation
4. Obtain all required signatory approvals, finalise, prepare and issue the purchase order with necessary attachments
5. Ensure proper distribution is made and proper assembly of the purchase order file
6. Review all documents & attachments for completeness and accuracy
7. Maintain relationships with suppliers to provide maximum utilisation of their expertise, ideas, methods and material application in order to achieve maximum cost savings and support by the supplier
8. Develop and maintain necessary supplier correspondence and ensure that it is filed properly in the purchase order file
9. Assist the Procurement Manager in evaluating existing suppliers on the OPR Depository
10. Supports the procurement process at all levels
11. Ensure that all departmental guidelines are followed
12. Perform all other related duties as required

#### MINIMUM QUALIFICATIONS & EXPERIENCE:

1. Bachelor's Degree in Management Studies/ Business Administration/ Project Management or a related field of study **OR** Level 4 certification from the Chartered Institute of Purchasing and Supply (CIPS) **OR** Certification from the Institute for Supply Management (ISM) **OR** equivalent
2. Minimum of three (3) years' work experience in a Procurement environment
3. Any other equivalent combination of training and experience



## REQUIRED SKILLS AND COMPETENCIES:

1. Possess leadership and organisational skills
2. Possess good negotiation and mediation skills
3. Good oral and written communication and interpersonal skills
4. Proficient in Microsoft Office Suite and other spreadsheet applications relating to Procurement Management
5. Ability to implement Inventory and Records Management Systems
6. Ability to work in a team environment with flexible project deadlines
7. Ability to motivate others to adhere to the company's policies on Health, Safety and the Environment
8. Ability to prepare reports
9. Ability to interface with personnel at various levels in and out of the organisation and maintain professionalism at all times
10. Must be organised, persistent, committed, detail-oriented, and thrive in stress-related environments
11. Must be able to exercise initiative and the ability to work with minimal supervision
12. Knowledge of supplies, equipment, and/or services ordering and inventory control
13. Knowledge of the Public Procurement and Disposal of Public Property Act (2015) of Trinidad and Tobago as well as international procurement standards
14. Knowledge of the appropriate standardised forms to be used for low-risk/low-value procurement activities
15. Knowledge of OSH Legislation

## APPLICATION AND DETAILED RESUME SHOULD BE SUBMITTED TO:

**Manager, Human Resources**  
**MIC Institute of Technology (Head Office)**  
**5A Century Drive, Trincity Business Park, Macoya**  
Or email [recruitment@mic.co.tt](mailto:recruitment@mic.co.tt)

**CLOSING DATE FOR APPLICATIONS: FRIDAY, 8 DECEMBER 2023**

*We would like to thank applicants for their interest, and we wish to advise that only those candidates considered will be contacted.*