

Executive Search & Selection

**“More than 6,000
Human Resource
Consulting experts in
over 100 countries.**

**Worldwide
connections, local
expertise.”**

Contact:
tt_recruitment@pwc.com



Our client, the Trinidad and Tobago Trade and Investment Promotion Agency invites applicants for the position of:

Manager - Procurement

The Trinidad and Tobago Trade and Investment Promotion Agency Limited has been established with the aim of transforming and increasing the competitiveness of the trade and business environment of Trinidad and Tobago. The Agency seeks to strengthen and modernize the country's export and investment promotion institutional arrangements to be more 'high' profile and on par with similar regional and international agencies. The Agency is the country's premier trade and investment promotion agency.

The Agency is seeking to recruit a Manager-Procurement to direct and oversee the purchasing function and supplier relations for the Agency. The incumbent maintains compliance with the relevant national laws and regulations. Work involves managing the sourcing and acquisition of goods and services, granting approvals for procurement of fleet, contributing to the development of procurement policies and budget, analysing supply chain data and reporting on compliance with the Agency's procurement guidelines and objectives to support the Agency's strategic focus.

Qualifications and Experience

- Bachelor's degree in Management, Business Administration, Supply Chain Management, Engineering, Project Management or related field from a recognised University
- Chartered Institute of Purchasing and Supply (CIPS) Advanced Diploma in Purchasing and Supply or the Institute for Supply Management (ISM) Certified Professional in Supply Management.

Qualifications and Experience (cont'd):

- 5-6 years procurement experience , with 3 years at a managerial level

Key Accountabilities

- Oversee the planning and execution of procurement, retention and disposal activities in compliance with National Procurement Legislation
- Support the CEO with development of the Strategic Plan and identify the Procurement needs of the organisation
- Prepare and submit budget estimates, variances and Spend Analyses to the Finance Manager for inclusion in Line Ministry/ Ministry of Finance reporting
- Forecast procurement needs to meet strategic goals in alignment with annual budget and regulatory requirements
- Prepare Spend Analysis Report and Contract Award report for the CEO and for the Tenders Committee of the Board
- Support human resource management by participating in the performance management and disciplinary processes

Please forward a detailed resume in Word (doc.) format in confidence to:

PricewaterhouseCoopers Limited (PwC)
Executive Search.

Email: tt_recruitment@pwc.com

Closing date: 4 November, 2024