



## STAFF RECRUITMENT

Trinidad and Tobago Securities and Exchange Commission invites applications for the following **three (3) year contract position**:

### **STRATEGIC PROJECTS AND PROCUREMENT OFFICER IN THE STRATEGIC PROJECTS & PROCUREMENT DEPARTMENT**

#### **A. Job Summary**

The Strategic Projects and Procurement Officer works closely with the Strategic Projects and Procurement Manager to assist in procurement and project planning and execution.

#### **B. Responsibilities / Accountabilities**

##### **Strategic and Operational Projects**

##### **Assists with:**

- Development and implementation of project plans/proposals. This includes:
  - Holding meetings with stakeholders to obtain information on business requirements;
  - Drafting project documents.
  - Determining the scope and deliverables of the project;
  - Identifying the work activities required for successful project completion;
  - Establishing schedules;
  - Preparing budgets;
  - Identifying and assessing risks.
- End to end management of projects – initiation, planning, execution, monitoring and controlling, evaluation and closing.
- Preparing reports, presentations and other documents on project matters.
- Assisting in the rollout and continuous revision of the Project Management Framework.

## Procurement Responsibilities

### Assists with:

- Assisting in the rollout of the Commission's Procurement Framework.
- Developing, implementing and monitoring procurement and contract processes and policies in compliance with applicable laws/regulations and internal policies/procedures.
- Ensuring compliance of the Commission's procurement operations with that of the requirements of Public Procurement and Disposal of Public Property Act 2015, as amended.
- Updating as required, the listing, regarding planned Procurement activities for the next twelve (12) months for placement on the Commission's website.
- Participating in Tender Evaluations and Disposal activities.
- Maintaining the database of pre-qualified suppliers and contractors and other relevant information, to assist in the conduct of due diligence to confirm the accuracy of information submitted by the suppliers and contractors.
- Maintaining the listing and aggregation of Procurement and Disposal of goods by the Commission.
- Preparing reports, presentations and other documents on procurement matters.
- Performs related work as may be required.

## C. Minimum Qualifications and Experience

- A Bachelor's Degree in Business Management, Project Management or any related field.
- Professional certification in (1) Project Management and (2) from the Chartered Institute of Procurement and Supplies (CIPS) will be an asset.
- Two (2) years' relevant experience.
- Any relevant equivalent combination of qualifications, training and experience.

## D. Competencies

<b>Technical Competencies:</b>	<b>Behavioural Competencies:</b>
<ul style="list-style-type: none"><li>• Knowledge of project management and procurement principles, practices, techniques and procedures.</li><li>• Knowledge of Public Procurement and Disposal of Public Property Act, 2015 (as amended) and the relevant procedures, rules, regulations and policies related to procurement.</li></ul>	<ul style="list-style-type: none"><li>• Sound character, credibility and integrity.</li><li>• Strong judgment, negotiating, and problem-solving skills</li><li>• Exceptional oral and written communication skills</li><li>• The ability to work effectively with, and command the confidence and respect of, internal and external stakeholders.</li></ul>

<ul style="list-style-type: none"> <li>• Some knowledge of financial rules, regulations and procedures pertinent to programme/project management within Statutory bodies.</li> <li>• Proficiency in Microsoft Office Suite.</li> <li>• Skill in the use of Project Management software.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent organizational, administrative and time management skills.</li> <li>• Excellent analytical and judgment skill.</li> <li>• Ability to devise creative solutions to address problems encountered and resolve conflicts.</li> </ul>
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## E. Key Contacts

- **Internal:** Chief Executive Officer, Divisional/Departmental Heads, Contractors/Consultants.
- **External:** Office of Procurement Regulation. As directed by the Department Manager.

**All applications should be forwarded under confidential cover and addressed as follows:**

### **Vacancy – Strategic Projects and Procurement Officer (on contract)**

#### **Director, Human Resources**

Trinidad and Tobago Securities and Exchange Commission  
Levels 22-23, Tower D  
International Waterfront Centre  
1 Wrightson Road  
Port of Spain

Email address: [vacancies@ttsec.org.tt](mailto:vacancies@ttsec.org.tt)

***Applications should arrive no later than August 7, 2025.***

***The Commission thanks you for your interest, however, only shortlisted applicants will be contacted.***