



JOB VACANCY- MANAGER, PROCUREMENT

The Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd is a private limited liability company, established by the Tobago House of Assembly (THA) to assist in the diversification of the Tobago economy through the promotion of environmentally sustainable production, and the provision of project management services on the island.

The Company invites applications from suitably qualified Nationals for the position of **Manager, Procurement**.

The Manager, Procurement, is responsible for providing strategic leadership, direction, and oversight of the organization's procurement and contract management functions. The incumbent develops and implements procurement strategies, policies, and procedures that ensure the acquisition of goods, works, and services is conducted efficiently, cost-effectively, transparently, and in compliance with applicable legislation, organizational policies, and established procurement standards.

The position plays a critical role in supporting organizational objectives through effective supplier management, contract administration, strategic sourcing, risk management, and continuous process improvement while ensuring value for money and ethical procurement practices, and sound corporate governance.

Duties and Responsibilities

Strategic Procurement Planning and Leadership

1. Leads the development, implementation and continuous improvement of the Company's procurement governance framework, ensuring ongoing compliance with the Public Procurement and Disposal of Public Property Act, the Office of Procurement Regulation's Handbook, Guidelines and Directions, and internal procurement policies.
2. Serves as the Company's Named Procurement Officer, with overall responsibility for overseeing the acquisition of goods, works, and services.
3. Acts as the primary liaison between the Company and the Office of Procurement Regulation (OPR), ensuring compliance with applicable procurement governance requirements.
4. Develops, implements, and evaluates the Company's procurement strategy in alignment with corporate objectives, strategic plans, and applicable governance frameworks and legislation.

5. Leads the development, execution, and monitoring of the Annual Procurement Plan, ensuring that procurement activities are effectively prioritized, adequately resourced, and delivered in accordance with approved budgets and organizational requirements.
6. Serves as the principal advisor to Management on procurement, strategic sourcing and contract management, providing expert guidance to support informed decision-making and organizational effectiveness.
7. Provides strategic procurement advice for capital works projects, consultancy services and procurement for major infrastructure development.
8. Identifies, evaluates, and implements strategic sourcing opportunities, process improvements, and cost optimization initiatives to enhance procurement efficiency, maximize value for money outcomes, and improve service delivery.
9. Establishes procurement priorities and resource allocation strategies based on organizational objectives, operational demands, risk assessments, and business continuity requirements.
10. Leads procurement transformation and continuous improvement initiatives through the adoption of best practices, digital procurement solutions, innovation, and effective change management to strengthen organizational performance and governance.

Procurement Operations and Compliance Management

11. Directs and oversees the end-to-end procurement of goods, works and services, ensuring alignment with organizational objectives and operational requirements.
12. Ensures procurement activities are conducted in compliance with applicable legislation, internal policies, procurement procedures and principles of fairness, transparency, accountability, and ethical conduct.
13. Provides strategic oversight of competitive procurement processes, including Invitations to Tender (ITT), Requests for Proposals (RFP), Requests for Quotations (RFQ), Expressions of Interest (EOI), and other approved sourcing methodologies, ensuring integrity, competitiveness, and value for money outcomes.
14. Reviews and approves procurement documentation, evaluation reports, recommendations, and contract award submissions, ensuring accuracy, completeness, and compliance with governance and regulatory requirements.
15. Ensures procurement decisions deliver optimal value for money through effective market analysis, supplier evaluation, strategic negotiation, and sound commercial judgement while maintaining fairness, transparency, and accountability throughout the procurement lifecycle.
16. Collaborates with user departments and key stakeholders to validate procurement specifications, scopes of work, and technical requirements, ensuring alignment with operational needs, promotion of open competition, and risk mitigation
17. Develops and maintains the Company's Procurement Risk Register, identifying strategic, operational, financial, legal and supply chain risks and implementing appropriate mitigation measures.
18. Establishes and administers processes relating to procurement ethics, declarations of conflicts of interest, confidentiality, integrity and supplier complaints.

Contract Management

19. Provides strategic oversight for the preparation, negotiation, award, execution, and administration of contracts for goods, works, and services, ensuring alignment with organizational objectives.

20. Ensures effective contract governance and compliance throughout the contract lifecycle, including monitoring adherence to contractual terms, service level agreements, statutory requirements, and organizational policies, while mitigating contractual and commercial risks.
21. Establishes and oversees supplier and contractor performance management systems, ensuring compliance with KPIs, service standards, and contractual obligations, and driving corrective actions where required.
22. Directs the management of contract renewals, extensions, variations, amendments, and close-out activities to ensure continuity of service and compliance with procurement requirements.
23. Develops, implements, and continuously improves the contract management framework, including policies, procedures, templates, monitoring tools, and reporting systems to strengthen governance and performance.

Financial Management and Budget Control

24. Develops, administers, and monitors the Procurement Department's budget and procurement expenditure in alignment with internal Company planning and budgeting processes, ensuring financial discipline and the effective utilization of resources.
25. Identifies and implements cost-saving and value-for-money opportunities.
26. Prepares procurement expenditure reports as required by Management.

Policy Development

27. Develops, reviews, updates, and implements procurement policies, procedures, manuals, standards, and operating guidelines to ensure consistent, transparent, and effective procurement practices across the organization.
28. Monitors the implementation of procurement policies and recommend improvements based on legislative changes, industry best practices, and organizational requirements to ensure ongoing compliance and operational effectiveness.

Supplier Relationship Management

29. Develops and maintains strategic relationships with suppliers, contractors, and service providers to support service continuity and organizational effectiveness.
30. Directs supplier prequalification, registration, and due diligence processes to maintain a competent, diverse, and compliant supplier base.
31. Promotes fair, open, and competitive sourcing practices, encouraging supplier participation and supporting diversity and local content initiatives where applicable.
32. Develops supplier engagement initiatives to strengthen Tobago's contractor and supplier base and improve competition within procurement activities.
33. Leads commercial negotiations, including pricing, contracts, and service level agreements, to achieve optimal value for money while maintaining ethical standards and transparency.
34. Manages supplier performance issues and risks, implementing corrective action plans, performance improvement measures, and supplier development initiatives to strengthen supply resilience.
35. Leads the resolution of contractual disputes, claims, and non-performance issues in collaboration with the Legal Department and relevant stakeholders, safeguarding organizational interests while maintaining supplier relationships.

Leadership and Supervision

36. Develops and monitors Key Performance Indicators (KPIs) for the Procurement Unit, reporting periodically to the Chief Executive Officer on performance against targets.
37. Provides leadership, coaching, mentoring, and performance management to procurement staff to ensure high performance, professionalism, and accountability.
38. Identifies skills gaps and training and development needs and implements initiatives to strengthen procurement capability.
39. Promotes a culture of teamwork, integrity, accountability, and continuous improvement within the Procurement Department.
40. Oversees workforce planning and talent development to ensure continuity and sustained departmental effectiveness.
41. Fosters a culture of service excellence, accountability, and continuous improvement across the function.
42. Supports and aligns the Procurement Unit with organizational goals, collaborating effectively with other departments to achieve corporate objectives.
43. Supports and champions the pursuit of the Company's goals and objectives and effectively supports other units in the achievement of their targets.
44. Complies fully with the Company's policies and procedures and adhere to the Company's Core Values and Code of Business Conduct by daily demonstration of associated behaviour.
45. Perform any other duties as required by the job function.

Education and Job Experience

1. Bachelor's Degree in Logistics and Supply Chain Management, Business Administration, Management Studies, or a related discipline from a recognized institution.
2. A Minimum of eight (8) years' progressively responsible experience in procurement and contract administration.
3. A Minimum of five (5) years' experience in a managerial or supervisory capacity.
4. Experience within the hospitality, tourism, construction, property management or public sector environment will be considered an asset.
5. A Master's Degree in Logistics, Supply Chain Management or a related discipline will be considered a distinct asset.
6. Professional certification from CIPS, ISM, CPSM or an equivalent recognized procurement body will be considered a distinct asset.
7. Any other suitable combination of qualifications and experience may be considered.

Knowledge, Skills and Abilities

1. Strong knowledge of procurement principles, strategic sourcing, contract management, supply chain operations, and public sector procurement governance frameworks, including applicable policies and regulatory requirements.
2. Proven experience managing end-to-end procurement processes, supplier relationships, contracts, and third-party service providers within a complex organizational environment.
3. Intimate knowledge of the Public Procurement and Disposal of Public Property Act, the Office of Procurement Regulation's Handbook, Guidelines and Directions and the various FIDIC Forms of Contract.

4. Strong analytical and problem-solving skills with the ability to interpret commercial data, assess supplier performance, and support sound value-for-money decision-making.
5. Demonstrated leadership capability with experience in coaching, mentoring, and developing high-performing teams to achieve organizational objectives.
6. Ability to manage multiple procurement priorities effectively in a fast-paced, regulated environment while ensuring compliance, accuracy, and timely delivery.
7. Strategic and innovative thinker with the ability to identify process improvements, drive operational efficiency, and implement modern procurement best practices.
8. Strong interpersonal, negotiation, and conflict resolution skills with the ability to engage effectively at all organizational levels, including senior management, suppliers, and external stakeholders.
9. Ability to manage multiple priorities and meet deadlines in a fast-paced environment.

Any other suitable combination of qualifications and experience may be considered.

Instructions for Applicants

Applications **must** be submitted via **email** to careers@e-idcot.co.tt and should include a cover letter and detailed Curriculum Vitae addressed to:

The Human Resources Department
Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd.
Isaac T McLeod Building, Cove Eco-Industrial and Business Park
Canoe Bay Road, Cove Estate, Tobago.

The cover letter and email subject **must** state the position being applied for and copies of all educational certificates **must** be attached.

Applications are to be emailed no later than **4.00 p.m. on Tuesday 11th August 2026**. Late or incomplete applications will not be considered.

We thank all applicants for their interest; however, only shortlisted candidates would be contacted.