



CAREER OPPORTUNITY

The Telecommunications Authority of Trinidad and Tobago (TATT) is currently seeking to recruit a suitably qualified individual to fill the following position:

CONTRACTS OFFICER

Job Summary

To administer, monitor, evaluate and report on supplier contracts with the Authority ensuring value for money.

Key Duties and Responsibilities

1. Provide support and advice, where necessary, in the review of Request for Proposals/Quotations and associated contracts.
2. Advise Project Leads, Managers or Executives on the process of approval for new contracts or renewal of contracts.
3. Review draft contracts to verify terms and conditions and advise relevant Project Leads, Managers or Executives on issues with terms and conditions as may be required.
4. Verify that contracts have been approved, establish, and maintain a database of approved contracts and provide information to the Legal Department for updating and reviewing existing contracts in a timely manner.
5. Ensure contract renewals or maintenance support agreements are in place for goods or services which require continuity.
6. Verify contracts are in effect, review and validate vendor invoices and payments against contracts, purchase orders and supporting documents to ensure adherence to agreed terms and conditions prior to payment.
7. Check payments for billing errors, shipping, mathematical errors etc., and submit for approval.
8. Request information or review reports from Project Leads, Managers or Executives on the milestones/status of projects or contracts and any related findings which require any remedial action based on contractual terms and conditions.
9. Prepare reports on the status of contract delivery to verify work was completed, identify issues or non-compliances with terms and conditions, and evaluate contractor/vendor/supplier performance against contract scope and milestones.
10. Liaise with Project Leads, Managers or Executives on report findings and any remedial action required.
11. Maintain an organized system of physical and digital records regarding contractor/vendor/supplier performance and quality of product(s) and/or services.
12. Provide reports on contractor/vendor/supplier performance to Manager Procurement and lead post-mortem to assess performance of the contractor as may be required.
13. Ensure that contract completion certificates are executed by the client department and prepare contract close off reports.
14. Stay up-to-date with legislative changes relating to contracts and procurement and coordinate with the Legal Department as needed.
15. Provide functional assistance and training to staff in support of Purchase Order process.
16. Comply with the HSE policy & procedures of the Authority and cooperate with workplace health and safety measures and initiatives.
17. Take reasonable care for own safety and the safety of others and report all accidents, injuries, near misses and hazards to Manager/Supervisor.
18. Perform other related duties as required by job function.

Qualifications and Experience:

- Bachelor's Degree in Business Management, Accounting, Finance or related field or equivalent CIPS qualification.
- Minimum of five (5) CSEC/CXC O' Level passes including English and Mathematics.
- Minimum of three (3) years' experience managing or administering contracts or in a similar role.
- Similar experience in the public sector/state agency will be considered an asset.

Core Competencies

Professional Knowledge, Skills and Abilities

- **Knowledge:**
 - Contract management relevant legislation, principles and procedures.
 - General guidelines and procedures related to purchasing, procurement and accounting
- **Skills and Abilities:**
 - Proficiency in Microsoft Office applications including Word, Excel and Project.
 - Excellent organizational skills and attention to detail.
 - Excellent administrative skills.
 - Strong analytical skills
 - Strong report writing, written and verbal communication skills.
 - Positive attitude to work
 - Negotiation skills
 - Good customer service skills
 - Ability to work with varying seniority levels, including staff, managers and external stakeholders

Applications:

Applications should be submitted no later than **Monday October 25th, 2021** to:

Manager, Human Resources
Telecommunications Authority of Trinidad and Tobago
#5, Eighth Avenue Extension, off Twelfth Street, Barataria,
Republic of Trinidad and Tobago

or email: hr@tatt.org.tt

Late applications will not be accepted, and unsuitable applications will not be acknowledged.