

PERSONNEL DEPARTMENT CIRCULAR NO. 3 OF 2018

FROM: Chief Personnel Officer

TO: Permanent Secretaries, Heads of Departments,
Chief Administrator, Tobago House of Assembly
and Heads of Statutory Authorities subject to the
Statutory Authorities Act, Chapter 24:01

DATE: April 30, 2018

Subject: **Changes in administrative arrangements in respect of contract employment in the Public Service (Procurement)**

You would recall that in Personnel Department Circular Memorandum dated January 18, 2013, on the subject “ Changes in administrative arrangements in respect of contract employment in the Public Service”, I had indicated at paragraph 17 that the standardisation of job descriptions and job designations in respect of the more common positions in the Clerical/Secretarial, Manipulative, Human Resource, Communications and Legal streams represented the first phase of the exercise to implement new procedures for the administration of contract employment. I had also indicated that standardised job descriptions, job designations and applicable salaries and other terms and conditions of employment would be prepared, on a phased basis, in respect of other job categories/contract positions. It is of note that by Personnel Department Circular No. 1 of 2015 dated October 16, 2015, the positions in the Information and Communication Technology (ICT) category were standardised.

2. In this regard, I now wish to inform you that following a review of the Procurement category, the undermentioned three (3) positions have been standardised and relevant salaries and other terms and conditions have been established:-

- Manager, Public Procurement
- Supervisor, Public Procurement
- Public Procurement Officer

3. As a consequence, where the approval of Cabinet is obtained for employment, on contract, in the Procurement category and persons are employed on or after **May 1, 2018**, in any of the positions named at paragraph 2, the following new procedures shall apply:

- i. the use of the approved standardised Job Descriptions at **Appendix I** which outline the approved job titles, duties and responsibilities and the knowledge, skills and abilities required; and
- ii. the application of the salaries and other terms and conditions at **Appendix II** which have been approved for the various positions, to all persons employed, on contract, in the positions identified in the standardised Job Descriptions, for the periods specified.

With the establishment of salaries and other terms and conditions of employment applicable to standardised Procurement positions, as set out in **Appendix II**, terms and conditions of

employment of persons engaged on contract in such positions will not be subject to negotiation with the Chief Personnel Officer (CPO). **Consequently, in advertising any of the positions listed in Appendix I, no undertaking is to be given for terms and conditions of employment to be negotiated.**

4. The approved salaries and other terms and conditions set out in **Appendix II** apply only to persons on contract, **on or after May 1, 2018**, who satisfy all the requirements set out in the relevant Job Descriptions, that is, individuals must possess the specified minimum experience and training as well as the stated knowledge, skills and abilities. It is the responsibility of each organisation to ensure that only qualified persons are selected for the positions.

5. In the event that, immediately on completion of his/her current contract, an individual is employed in the same or similar position in the Procurement category and under his/her previous contract, he/she **was in receipt of a salary approved by the Chief Personnel Officer** which is higher than that payable under the terms of this Circular, that individual shall retain the higher salary as personal to him/her for the duration of his/her contract. Should the salary of the contract position overtake his/her personal salary at any time during the period of his/her employment on contract, he/she shall be paid the salary applicable to the position.

6. You are reminded that Ministries/Departments (including the Tobago House of Assembly [THA] and Statutory Authorities, subject to the Statutory Authorities Act, Chapter 24:01) are required to continue to seek the prior approval of Cabinet for the employment, on contract, of all categories of personnel, in accordance with established procedures.

7. Further, Ministries/Departments (including the THA and Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01) are reminded that they are responsible for the preparation and execution of contracts of employment of persons employed in their respective organisations. Samples of the relevant Contracts and Schedules to be utilised are attached to Personnel Department Circular Memorandum dated January 18, 2013 referred to at paragraph 1. Kindly note carefully the differences between the various samples and ensure that the appropriate one is utilised in dealing with the particular case involved. I wish to emphasise that no amendments are to be made to these sample Contracts and Schedules. Rather, Ministries/Departments (including the THA) and Statutory Authorities are required only to insert the **relevant approved** salary, allowances/facilities and vacation leave eligibility applicable to specific individuals. Similarly, no amendments are to be made either to the standardised Job Descriptions at **Appendix I** or to the salaries and other terms and conditions approved for the positions as reflected in **Appendix II**.

8. Additionally, I draw your attention to the ***Revised Guidelines for Contract Employment in Government Ministries, Departments and Statutory Authorities subject to the Statutory Authorities Act, Chap. 24:01***, issued by the Personnel Department on May 18, 2006. As specified at section B I 1(a) to (c) thereof, the relevant quantum of Vacation Leave is to be determined on the basis of an employee's salary and length of employment on a **continuous basis**. Where a break occurs between one contract period and another, the employee's service is **not** continuous. You should note, however, that where two periods of employment are separated by a weekend, public holiday or any combination thereof, the periods of employment shall be considered to be continuous for the purpose of determining the quantum of vacation leave for which an employee would be eligible.

9. You are also reminded that where **a contract is of less than one (1) year's duration, no provision for vacation leave or gratuity is to be included.** Further, that where public officers have been granted leave of absence without pay on the grounds of Public Policy to take up employment, on contract, they are not eligible for a Gratuity.

10. The Personnel Department will monitor the application of the new procedures by Ministries/Departments (including the THA) and Statutory Authorities and in this regard, in order to ensure that the procedures are adhered to, the Permanent Secretaries/Heads of Department, the Chief Administrator, Tobago House of Assembly and Heads of the Statutory Authorities specified in this Circular, are required to submit to the Department, **in PDF format**, copies of all contracts of employment in the Procurement category executed on or after **May 1, 2018**. These files should be submitted electronically to cpocontracts@gov.tt within one (1) month of the date of execution of the relevant contract.

11. Permanent Secretaries/Heads of Departments, the Chief Administrator, Tobago House of Assembly and Heads of Statutory Authorities are requested to ensure compliance with the terms of this Circular since failure to follow these arrangements could result in undue delays in finalising the terms and conditions of employment of persons on contract and thus render the new administrative arrangement ineffective.

12. Kindly bring this Circular to the attention of all persons engaged in the administration of contract employment within your organisation.



Angela Sinaswee-Gervais

Chief Personnel Officer

Approved Standardised Job Descriptions for Jobs in the Procurement Category:

- Manager, Public Procurement
- Supervisor Public Procurement
- Public Procurement Officer

Ref #: B033



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: MANAGER, PUBLIC PROCUREMENT

JOB SUMMARY:

The incumbent is required to plan, organise, direct and supervise the activities of professional and other support staff engaged in the provision of procurement and disposal services in a Ministry/Department. Work includes formulating procurement and disposal strategies and developing related programmes and projects; developing and monitoring the implementation of the Annual Procurement and Disposal Plan; developing the draft handbook of procedural guidelines; monitoring and evaluating the effectiveness and efficiency of the procurement and disposal function; consulting with the Office of Procurement Regulation on procurement and disposal issues; reviewing existing policies and procedures, and recommending the revision or development of new policies and procedures.

REPORTS TO:

Permanent Secretary/Head of Department

SUPERVISION GIVEN TO:

Supervisor Public Procurement (direct)

Public Procurement Officer, Contract Manager and other support staff.

DUTIES AND RESPONSIBILITIES:

Plans, organises, directs and supervises the work of professional and other support staff engaged in the provision of procurement and disposal services in a Ministry/Department.

Formulates the procurement and disposal strategic plan, in consultation with the organisation's management team and develops programmes and projects to facilitate the achievement of objectives articulated in the plan.

Develops the Annual Procurement and Disposal Plan of the Ministry/Department and oversees its implementation.

Develops and maintains the Procurement and Disposal handbook for the Ministry/Department, in accordance with the Model Handbook issued by the Office of the Procurement Regulation, for approval by the Office of Procurement Regulation.

Develops measures to identify and prevent fraudulent practices in accordance with guidelines prescribed by the Office of Procurement Regulation.

Conducts periodic checks to ensure maintenance of the public procurement database of the Ministry/Department which is linked to the centralised database of the Office of Procurement Regulation.

Monitors the work of the Unit to ensure that all procurement and disposal activities are in accordance with relevant legislation, such as, the Public Procurement and Disposal of Public Property Act and with policies and guidelines issued by the Office of Procurement Regulation.

Monitors and evaluates the effectiveness and efficiency of the procurement and disposal functions through the application of performance measurement tools, and recommends changes, as necessary.

Manages pre-qualification activities, by providing guidance and advice on procurement activities, such as, the development of tender documents, preparation of bid packages, registering of tenders, arranging bid conferences and recommending the evaluation team.

Collaborates with the Office of Procurement Regulation to obtain advice and guidance on the interpretation and application of procurement and disposal policies and procedures to ensure compliance with relevant legislation, such as, the Public Procurement and Disposal of Public Property Act.

Provides advice, guidance and support on the more complex procurement and disposal issues pertaining to the interpretation and application of relevant legislation, policies, procedures, rules and regulations.

Reviews existing policies for the provision of procurement and disposal services and makes recommendations for the revision or the development of new policies and procedures in keeping with best practices.

Develops budgetary estimates for the Procurement and Disposal Unit and participates in the preparation of estimates of expenditure relating to the procurement and disposal function of the Ministry/Department, in accordance with financial guidelines.

Reviews and analyses reports, proposals, draft Notes for Cabinet, circulars and other documents for accuracy, clarity and comprehensiveness and makes appropriate amendments, as required.

Writes the more complex Notes for Cabinet and other documents.

Serves as a resource person on procurement and disposal matters at courses, seminars and workshops.

Represents the Ministry/Department on committees, at meetings, conferences and other fora, including those of the Office of Procurement Regulation.

Performs other related duties.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Extensive knowledge of the principles, practices, methods and techniques of procurement and disposal management.
- Extensive knowledge of legislation, policies, procedures, rules and regulations related to public procurement and disposal management.
- Considerable knowledge of supply market operations.
- Considerable knowledge of principles and techniques of strategic planning and project management.
- Knowledge of research methods, principles and techniques.
- Knowledge of relevant computer applications, including e-procurement.
- Basic knowledge of the principles of fraud detection or forensic analysis.

SKILLS AND ABILITIES:

- Sound investigative, analytical, critical thinking, problem solving and decision-making skills.
- Ability to manage a cadre of professional and other support staff.
- Ability to interpret legislation, policies, procedures, rules and regulations pertaining to the procurement and disposal of public property.
- Ability to provide leadership and vision.
- Ability to analyse and evaluate data and trends and make appropriate recommendations.
- Ability to use e-procurement software applications.
- Ability to exercise tact and diplomacy in the performance of duties.
- Ability to think critically, solve more complex problems and make decisions within approved policy frameworks.
- Ability to work expeditiously within critical deadlines.
- Ability to write comprehensive reports and policy documents.
- Ability to maintain confidentiality and integrity in the performance of duties.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with associates and other stakeholders.

MINIMUM EXPERIENCE AND TRAINING:

- Extensive experience in the area of Procurement Management, including at least four (4) years at a managerial level.
- Training as evidenced by a recognised Degree in Management Studies, Public Sector Management, Finance, Law, Economics or Marketing; supplemented by an Advanced Diploma in Procurement and Supply or an International Diploma in Supply Chain Management from an accredited institution; or any equivalent combination of experience and training.

June 1, 2017

Ref #: B034



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: SUPERVISOR PUBLIC PROCUREMENT

JOB SUMMARY:

The incumbent is required to co-ordinate and supervise the work of professional and other support staff engaged in the provision of procurement and disposal services in a Ministry/Department, under the direction of a senior officer. Work includes contributing to the formulation of the procurement and disposal strategic plan; participating in the development and management of related programmes and projects; overseeing the implementation of performance management systems related to public procurement and disposal; collaborating on the development of tender documents; developing training and information programmes; liaising with the Office of Procurement Regulation on procurement and disposal issues and making recommendations for the revision or development of new policies and procedures.

REPORTS TO:

Manager, Public Procurement or a designated officer

SUPERVISION GIVEN TO:

Public Procurement Officer and other support staff

DUTIES AND RESPONSIBILITIES:

Co-ordinates and supervises the work of a group of professional and other support staff engaged in the provision of procurement and disposal services in a Ministry/Department.

Contributes to the formulation of the procurement and disposal strategic plan.

Participates in the development and management of the procurement and disposal programmes and projects to support the achievement of the objectives stated in the procurement and disposal strategic plan.

Consults with the Office of Procurement Regulation to obtain advice and guidance on the interpretation and application of procurement and disposal legislation, policies, and procedures.

Oversees the implementation of procurement and disposal activities to ensure that suppliers and contractors are in compliance with the Public Procurement and Disposal of Property Act.

Oversees the implementation of the performance management system related to public procurement and disposal in the Ministry/Department.

Collaborates with the Manager to develop tender documents and monitors and reviews other procurement activities.

Oversees the activities involved in the implementation of measures to identify and prevent fraudulent practices.

Oversees the maintenance of the public procurement database of the Ministry/Department which is linked to the centralised database of the Office of Procurement Regulation.

Drafts preliminary budgetary estimates of expenditure for the Procurement and Disposal Unit in collaboration with the Manager.

Develops procurement and disposal related training and information programmes in consultation with the Manager.

Provides advice, guidance and support on complex procurement and disposal issues, pertaining to the interpretation and application of relevant legislation, policies, procedures, rules and regulations.

Reviews and analyses reports, proposals, draft Notes for Cabinet, circulars and other documents for accuracy and makes appropriate amendments.

Drafts Notes for Cabinet, reports and other documents in relation to complex assignments and submits reports and/or recommendations, as required.

Collates client feedback, information on trends and existing procurement and disposal policies and procedures and recommends revision or the development of new policies and procedures.

Reviews, develops and maintains relevant procurement and disposal procedural manuals and other procurement and disposal planning tools.

Serves as a resource person on procurement and disposal matters at training courses, seminars and workshops.

Represents the Ministry/Department on committees and at meetings, conferences and other fora, as required.

Performs other related duties.

KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	<p>Considerable knowledge of the principles, practices, methods and techniques of procurement and disposal management.</p> <p>Considerable knowledge of legislation, policies, procedures, rules and regulations related to public procurement and disposal management.</p> <p>Knowledge of research methods, principles and techniques.</p> <p>Knowledge of supply market operations.</p>

	<p>Knowledge of the principles and methods of strategic planning and project management.</p> <p>Knowledge of relevant computer applications, including e-procurement.</p> <p>Basic knowledge of the principles of fraud detection or forensic analysis.</p>
<p>SKILLS AND ABILITIES:</p>	<p>Sound investigative, analytical, critical thinking, problem solving and decision-making skills</p> <p>Ability to co-ordinate the activities of a group of professional and other support staff.</p> <p>Ability to use e-procurement software applications.</p> <p>Ability to analyse and evaluate data and trends and make informed recommendations.</p> <p>Ability to interpret legislation, policies, procedures, rules and regulations pertaining to the procurement and disposal of public property.</p> <p>Ability to think critically, solve complex problems and make decisions within approved policy frameworks.</p> <p>Ability to meet critical deadlines.</p> <p>Ability to exercise tact and diplomacy in the performance of duties.</p> <p>Ability to maintain confidentiality and integrity in the performance of duties.</p> <p>Ability to communicate effectively both orally and in writing.</p> <p>Ability to prepare comprehensive reports and policy documents.</p> <p>Ability to establish and maintain effective working relationships with associates and other stakeholders.</p>
<p>MINIMUM EXPERIENCE AND TRAINING:</p>	
<ul style="list-style-type: none"> ▪ Considerable experience in the area of procurement management including at least two (2) years at a supervisory level. ▪ Training as evidenced by a recognised degree in Management Studies, Public Sector Management, Finance, Law, Economics or Marketing; supplemented by certification in Procurement and Supply, Procurement Management or Supply Chain Management from an accredited institution; or any equivalent combination of experience and training. 	

June 1, 2017.

Ref #: B035



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: PUBLIC PROCUREMENT OFFICER

JOB SUMMARY:

The incumbent is required to provide support and participate in the implementation of procurement and disposal activities and in the provision of related services in a Ministry/Department. Work includes interpreting and applying procurement and disposal policies and procedures; conducting research and analysing procurement data to inform policy development; participating in the implementation of the Annual Procurement and Disposal Plan; supervising support staff and providing advice and guidance on procurement and disposal related issues.

REPORTS TO:

Supervisor Public Procurement

SUPERVISION GIVEN TO:

Other Support Staff

DUTIES AND RESPONSIBILITIES:

Participates in the implementation of the Annual Procurement and Disposal Plan, programmes and projects to support the overall strategic objectives of the Ministry/Department.

Participates in the provision of procurement and disposal services in accordance with the relevant legislation, policies, procedures, rules and regulations.

Supervises the activities of support staff involved in the provision of the procurement and disposal services.

Issues tender documents and maintains and updates the register of pre-qualified contractors.

Implements measures to identify and prevent fraudulent practices.

Updates and maintains the public procurement database of the Ministry/Department which is linked to the centralised database of the Office of Procurement Regulation.

Conducts quality control checks to ensure that contract deliverables are provided in compliance with contractual arrangements.

Provides advice and guidance on matters regarding the application of procurement and disposal legislation, policies, procedures, rules and regulations.

Liaises with the Office of Procurement Regulation to obtain advice and guidance on the interpretation and application of procurement and disposal policies, procedures, and legislation.

Conducts research and analyses data on performance related issues pertaining to procurement and disposal reports findings and makes recommendations for improvement to the Procurement and Disposal Performance Management System.

Participates in the implementation of the performance management system related to public procurement and disposal.

Participates in the drafting of preliminary budgetary estimates of expenditure for the Procurement and Disposal Unit.

Drafts Notes for Cabinet, circulars, memoranda, manuals and other documents related to procurement and disposal matters.

Performs other related duties.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

Considerable knowledge of the principles, practices, methods and techniques of procurement and disposal management.

Considerable knowledge of legislation, policies, procedures, rules and regulations related to public procurement and disposal management.

Knowledge of research methods, principles and techniques.

Knowledge of supply market operations.

Knowledge of relevant computer applications, including e-procurement.

Basic knowledge of the principles of fraud detection.

SKILLS AND ABILITIES:

Ability to use e-procurement software applications.

Ability to use the internet for research purposes.

Ability to analyse and evaluate data and identify trends in procurement and disposal management.

	<p>Ability to interpret legislation, policies, procedures, rules and regulations pertaining to the procurement and disposal of public property.</p> <p>Ability to supervise support staff engaged in the provision of procurement and disposal services.</p> <p>Ability to make decisions within approved policy frameworks.</p> <p>Ability to communicate effectively both orally and in writing.</p> <p>Ability to prepare reports.</p> <p>Ability to exercise tact and diplomacy in the performance of duties.</p> <p>Ability to and maintain confidentiality and integrity in the performance of duties.</p> <p>Ability to establish and maintain effective working relationships with associates and other stakeholders.</p>
<p>MINIMUM EXPERIENCE AND TRAINING:</p>	
<ul style="list-style-type: none"> ▪ Experience in the area of procurement and disposal of public property. ▪ Training as evidenced by a recognised degree in Management Studies, Public Sector Management, Finance, Law, Economics or Marketing; supplemented by certification in Procurement and Supply, Procurement Management or Supply Chain Management from an accredited institution; or any equivalent combination of experience and training. 	

June 1, 2017

**REVISED SALARIES AND OTHER TERMS AND CONDITIONS FOR APPROVED POSITIONS IN THE
PROCUREMENT CATEGORY**

Name of position	Salary	Allowances	Motor Vehicle Facility
	With effect from April 1, 2018 (\$ per month)	Transport Allowance (\$ per month)	Car Loan
Manager, Public Procurement	\$20,100	\$2,200	\$140,000
Supervisor Public Procurement	\$16,800	\$2,000	-
Public Procurement Officer	\$13,000	\$1,500	-

