



# TRINIDAD & TOBAGO CIVIL AVIATION AUTHORITY

The Trinidad and Tobago Civil Aviation Authority (TTCAA) is mandated to regulate and administer a safe civil aviation system whilst ensuring that Trinidad and Tobago properly discharges its obligations under international civil aviation agreements and treaties. The TTCAA is seeking to recruit suitably qualified persons for the following contract position:

## **ASSISTANT PROCUREMENT OFFICER**

The Assistant Procurement Officer will provide support to the Procurement Officer in applying procurement methods and procedures, laws, rules and regulations governing public procurement. The incumbent will manage the procurement process for low risk/ low value categories of goods/ services.

### **KEY RESPONSIBILITIES:**

- Assist in the development of the annual procurement plan for the Authority.
- Develop the procurement strategy for low risk/ low value procurement.
- Make recommendations for improvement in internal control procedures and general operations to ensure compliance.
- Maintain appropriate records of procurement proceedings in accordance with regulatory requirements and internal established policies.
- Prepare risk management register for low risk/ low value procurement.
- Assess financial capacity and technical competence of suppliers/ contractors based on the pre-qualification record on the Procurement Depository.
- Undertake research and obtain information to support the procurement planning process.
- Prepare solicitation documents and liaises with vendors to obtain quotations for products/ service requests.
- Demonstrate a clear understanding of goods turnover, ordering, receipting, safe handling and stock record keeping.
- Contribute ideas for the improvement of inventory management and suggests quality and efficiency improvements.
- Prepare purchase orders for approved purchase requisitions in accordance with the chart of accounts and job coding system.
- Provide payment packages to the Finance and Accounting Department in a timely manner to facilitate payment to vendors within the credit period.
- Communicate with suppliers/contractors to ensure timely receipt of equipment, materials and/or services, as necessary.
- Maintain a database of approved suppliers and evaluation of their performance on an annual basis.
- Maintain a detailed listing of all commitments of the Authority for reporting to Management.
- Maintain a comprehensive list of all contracts of the Authority.
- Ensure the Corporate Mobile Plan is properly administered and employee queries are addressed in a timely manner.
- Perform any other duties as required by the job function.

### **QUALIFICATIONS & EXPERIENCE:**

- Diploma in Business Management or a related field.
- Level 4 Diploma in Procurement and Supply, Chartered Institute of Purchasing and Supply (CIPS) and or equivalent certification.
- Three (3) years related work experience in a procurement role.
- Working knowledge of public procurement in Trinidad and Tobago.
- Working knowledge of Sage Accounting software.
- Strong negotiation, analytical and problem-solving skills.
- Excellent organisational and time management skills.
- Excellent written and oral communication skills.

Interested candidates should submit his/her application along with copies of:  
All relevant qualifications/academic certificates by 03 October 2025 to  
[ttcaacareers@caa.gov.tt](mailto:ttcaacareers@caa.gov.tt)

*Unsuitable applications will not be considered.*