



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 a suitably qualified person for the following position:

EXTERNAL ADVERTISEMENT FOR THE POSITION OF PROCUREMENT SPECIALIST

JOB SUMMARY:

The Procurement Specialist – Tenders and RFPs is responsible for developing, planning, coordinating and executing all procurement activities relating to Requests for Proposals (RFPs), Invitations to Bid (ITB), Requests for Quotations (RFQs), and other competitive procurement processes for the TTCAA. The incumbent must ensure that all procurement activities are conducted in accordance with the Office of Procurement Regulation (OPR) Handbook and Guidelines, the Public Procurement and Disposal of Public Property Act, relevant regulations, TTCAA policies, and the principles of transparency, fairness, accountability, and value for money. The incumbent will also provide technical procurement guidance to departments and support the Authority in achieving compliant, efficient, and auditable procurement outcomes.

MAJOR DUTIES & RESPONSIBILITIES:

- **Procurement Planning and Execution –**
 - Prepare and issue procurement documents including: Requests for Proposals (RFPs), Invitations to Bid (ITB), Requests for Quotations (RFQs), Expressions of Interest (EOIs), Requests for Information (RFIs) and prequalification documents.
 - Develop procurement schedules and timelines to support operational and capital projects.
 - Ensure procurement activities are aligned with approved procurement plans and budgets.
 - Conduct market research and supplier analysis to support procurement strategies.
 - Prepare the Procurement Strategy Development Form for procurement activities.
- **Tender and Evaluation Administration –**
 - Coordinate tender advertisement and bid submission processes.
 - Organize and facilitate pre-bid meetings and clarification processes.
 - Prepare bid opening documentation and minutes.
 - Coordinate evaluation committees and provide procedural guidance.
 - Prepare evaluation reports and recommendations for approvals.
 - Ensure confidentiality and integrity of procurement information throughout the process.
- **Contract Administrative Support –**
 - Assist with contract preparation, negotiation support, and award documentation.

▪ **Stakeholder Engagement –**

- Support vendor management activities.
- Liaise with internal departments to determine procurement requirements and specifications.
- Interface with internal and external stakeholders professionally and ethically.
- Support continuous improvement initiatives within the procurement function.

REQUIRED QUALIFICATIONS, EXPERIENCE & SKILL:

- Level 5 Diploma in Procurement and Supply, Chartered Institute of Purchasing and Supply (CIPS) and/or equivalent certification.
- Minimum of five (5) years' experience in high value procurement and tendering within public sector procurement.
- Possesses in-depth knowledge and awareness of procurement methods and procedures, laws, rules and regulations governing public procurement in Trinidad and Tobago.
- Demonstrated experience preparing and managing RFPs, ITTs, EOI and high-value/high-risk processes.
- Sound knowledge of the Public Procurement and Disposal of Public Property Act, Office of Procurement Regulation (OPR) Handbook and Guidelines and public procurement legislation and governance requirements.
- Strong negotiation, analytical and problem-solving skills.
- Excellent organisational and time management skills.
- Excellent written and oral communication skills.

Interested candidates should submit their application along with copies of all relevant qualifications/academic certificates by 29 June 2026 to ttcaacareers@caa.gov.tt.

Unsuitable applications will not be considered.