



The Southern Academy for the Performing Arts

**SOUTHERN ACADEMY FOR THE PERFORMING ARTS (SAPA)  
JOB DESCRIPTION**

Procurement Assistant

SJD-2023-0112B-OGM

<b>TITLE:</b> PROCUREMENT ASSISTANT	<b>POSITION STATUS:</b> CONTRACT <input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/>
<b>DEPARTMENT:</b> OFFICE OF THE GENERAL MANAGER	<b>SECTION:</b> NA
<b>REPORTS TO:</b> PROCUREMENT AND CONTRACTS OFFICER	<b>SUPERVISES:</b> N/A
<b>INCUMBENT:</b>	<b>LOCATION:</b> SAPA SAN FERNANDO

**PURPOSE**

The Procurement Assistant is responsible for planning, developing and buying materials, goods, supplies and equipment in a timely and cost-effective manner while maintaining appropriate quality standards and specifications in accordance with SAPA’s policy. Sources, selects and negotiates for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers.

**KEY FUNCTIONS**

**Operational/Technical/Professional:**

- Maintains records of goods ordered and received by SAPA in accordance with procurement records management standards.
- Prepares and processes requisitions and purchase orders for supplies and equipment and communicates with relevant departments across the organization.
- Forecasts procurement needs and provides information and updates to the Procurement and Contracts Officer.
- Builds and develop relationships with key suppliers and customers and maintains a current database to support the purchasing and supply agenda of the organization.
- Prepares purchase requisitions, approves and issues purchase orders in accordance with organisation policy and negotiated terms and conditions.
- Review, evaluate, and makes recommendations on approval of specifications for issuing and awarding bids and Tenders.
- Prepares bid awards requiring Board approval as assigned.
- Reviews cost proposals and pricing information and makes recommendations on purchases based on price.
- Researches, selects, and purchases quality products and materials in accordance with the organisation’s standards and plans.
- Builds relationships with suppliers and negotiates with them for the best price, quantities, and delivery timescales.
- Collaborates with internal stakeholders to update inventory and manage stock levels.
- Arranges transport of goods and tracks orders to ensure timely delivery.
- Supports Managers and Coordinators through the tender process for the procurement of contracts.
- Provides support, guidance and feedback for suppliers who are interested in bidding for work, including supplier engagement events and opportunities.
- Executes any other related duties as assigned.



The Southern Academy for the Performing Arts

## **SOUTHERN ACADEMY FOR THE PERFORMING ARTS (SAPA) JOB DESCRIPTION**

### **KEY RELATIONSHIPS**

**Internal:** Leadership and Management Teams, Sub Committees of the Board, All Departments.  
**External:** Professional bodies, government authorities and regulatory bodies, suppliers/contractors, vendors, and External Consultants.

### **PERSON SPECIFICATION**

#### **Education:**

- Five (5) GCE/CXC O Levels (General Proficiency) including Mathematics and English.
- CIPS Level II is required.

#### **Experience:**

- Minimum of two (2) years' experience working in a Procurement and Supply Chain Department.

### **JOB COMPETENCIES:**

#### **Knowledge & Skills**

**Knowledge of:** Procurement Management, Principles of Buying and Pricing, Sourcing Goods and Services, Procurement Legislation in Trinidad and Tobago, Supply Chain Risk, Ethics in Procurement Management, Logistics Management, vendor management, bid development, tender development, legal aspects of purchasing formulating purchasing contracts and service level agreements, negotiating supplier contracts, procurement software and systems, e-procurement practices.

- Teamwork
- Customer Service
- Time Management
- Planning and Organizing
- Communication (oral and written)
- Technical and Professional Skills

### **KEY ATTRIBUTES:**

- Attention to detail, requires being careful and thorough about details, recognizing the impact of decisions.
- Results oriented, requires establishing and maintaining challenging achievement goals and exerting effort toward mastering tasks.
- Ability to add value, reduce costs and make business improvements.
- Ability to build long term relationships and a viable network of suppliers and vendors and engage in effective contract administration.
- Strong analytical, numeracy, diagnostic and research skills

### **WORK ENVIRONMENT**

- This job operates in a professional office environment. This role routinely uses standard office equipment.