



LAKE ASPHALT OF TRINIDAD AND TOBAGO (1978) LIMITED

“Paving the way — throughout the world”

ADVERTISEMENT

Applications are invited from suitably qualified and experienced persons for the position of

MANAGER, PROCUREMENT & LOGISTICS (ON CONTRACT)

JOB PURPOSE

The Manager, Procurement & Logistics is responsible for leading the Company's procurement, contracting, inventory, warehousing, shipping, logistics and disposal functions. The incumbent will ensure that all procurement and disposal activities are properly planned, conducted, documented and reported in accordance with the Public Procurement and Disposal of Public Property Act, 2015 (as amended), its Regulations, applicable guidelines and handbooks issued by the Office of Procurement Regulation (OPR), the Company's approved Procurement and Disposal Handbook, policies and delegated authorities.

KEY DUTIES AND RESPONSIBILITIES

- Lead the end-to-end procurement cycle, including needs assessment, procurement planning, market research, preparation of solicitation documents, tendering, evaluation, award, contract administration, performance monitoring and close-out.
- Prepare, maintain and monitor the Company's Annual Procurement Plan and Schedule of Planned Procurement Activities, ensuring alignment with approved budgets, operational priorities and statutory publication and reporting requirements.
- Serve as, or provide direct technical support to, the Company's designated Procurement Officer and ensure that procurement and disposal proceedings are conducted in keeping with the principles of accountability, integrity, transparency, value for money, local industry development and sustainable procurement.
- Develop, review and implement procurement policies, standard operating procedures, evaluation tools, templates, internal controls, special guidelines and the Company's Procurement and Disposal Handbook, and coordinate submissions to the OPR where required.
- Ensure appropriate procurement methods are selected and documented, including simplified, competitive, restricted, single-source, emergency and consultant procurement, in accordance with the applicable legislation and approved thresholds.
- Manage supplier and contractor pre-qualification and due diligence, including use of the OPR Procurement Depository and verification of eligibility, capability, statutory compliance, conflicts of interest and beneficial ownership information where applicable.
- Coordinate tender openings and evaluation processes; provide guidance to evaluation teams; ensure evaluation criteria are objective, disclosed and consistently applied; and maintain a complete audit trail and record of proceedings.
- Lead contract negotiations and administration, including performance securities, insurance, warranties, deliverables, variations, extensions, claims, disputes, supplier performance reviews and contract close-out.
- Prepare statutory, quarterly, annual, management and Board reports on procurement and disposal performance, savings, cycle times, supplier performance, risks, exceptions, complaints and corrective actions.



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- Manage the lawful retention and disposal of public property, including obsolete, surplus, scrap and unserviceable items, and support the work of the Disposal Committee.
- Promote ethical conduct, confidentiality, impartiality and effective conflict-of-interest management, and immediately escalate suspected breaches, irregularities, fraud, collusion or non-compliance.
- Manage the warehousing, inventory control, replenishment, shipping, customs clearance, freight forwarding, delivery and returns functions to support uninterrupted operations and cost-effective stockholding.
- Establish and monitor key performance indicators, service levels, inventory controls, supplier scorecards and risk registers, and implement continuous improvements and appropriate digital procurement solutions.
- Provide technical advice and training to Management, employees, tender evaluation teams and internal stakeholders on the procurement legislation, procedures, contract management and records requirements.
- Manage the Procurement & Logistics team, departmental budget and work programme, and perform any other related duties necessary to support the Company’s strategic and operational objectives.

MINIMUM QUALIFICATIONS AND PROFESSIONAL REQUIREMENTS

- Master’s Degree with specialization in Procurement and Supply Chain Management, Logistics, Business Management, Economics, Accounting, Law, Engineering or a related discipline from a recognised institution.
- Professional qualification in procurement and supply, preferably CIPS Level 6 Professional Diploma, MCIPS, or an equivalent recognised certification.
- Formal training in the Public Procurement and Disposal of Public Property Act, 2015 (as amended), its Regulations, and OPR handbooks and guidelines would be a distinct asset.
- Training or certification in contract management, project management, risk management, inventory management or supply chain management would be an asset.
- A postgraduate qualification in a relevant discipline would be an asset.

MINIMUM EXPERIENCE

- At least ten (10) years’ progressive experience in procurement, supply chain, logistics, contract management or a related field, including a minimum of five (5) years at a managerial or senior supervisory level.
- Demonstrated experience managing complex procurement exercises, tender evaluations, supplier due diligence, contract administration, procurement planning and disposal proceedings.
- Experience in a public body, state enterprise, regulated environment, heavy industry, manufacturing, energy, construction or a similar operational setting would be an asset.



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- Working knowledge of enterprise resource planning, e-procurement and inventory systems; experience with Microsoft Dynamics/Solomon or a comparable system would be an asset.

CORE COMPETENCIES

- Sound knowledge of public procurement law, regulations, governance, ethics, records management and audit requirements.
- Strong commercial judgement, negotiation, analytical, problem-solving and contract-management skills.
- High standards of integrity, independence, confidentiality, accountability and attention to detail.
- Ability to interpret legislation and policies, manage competing deadlines and communicate effectively with the Board, Management, regulators, suppliers and internal stakeholders.
- Strong leadership, stakeholder-management, report-writing and digital literacy skills.

CONTRACT AND APPLICATION DETAILS

Applications, together with a detailed résumé and copies of relevant qualifications, should be addressed to:

Human Resources Unit
Lake Asphalt of Trinidad and Tobago (1978) Limited
Brighton, La Brea
or emailed to: **recruitment@trinidadlakeasphalt.com**

Closing Date: July 31, 2026

We thank all applicants for their interest; however, only shortlisted candidates will be contacted.