



## **JOB DESCRIPTION SHORT TERM EMPLOYMENT**

**JOB TITLE: INTERNAL AUDITOR**

**REPORTS TO: OPERATIONS SPECIAL ADVISOR**

### **1. JOB PURPOSE**

The Internal Auditor performs complex professional internal auditing work that involves overseeing or conducting performance, financial, compliance, and information technology audits as well as all other Internal Audits required by the Company. The jobholder is also responsible for providing advice and guidance to the organization's management and staff and providing key input for the development of the annual audit plan. The jobholder must ensure that he/she maintains all organizational and professional ethical standards in the performance of duties.

### **3 PRINCIPAL ACCOUNTABILITIES**

- Develops and implements audit plans to ensure compliance with auditing standards and to minimize organizational risk areas.
- Ensures sound auditing procedures are followed and manages the relationships with all internal and external stakeholders.
- Communicates the results of Internal Audits to relevant stakeholders via written reports and follows up to ensure that recommendations are implemented to mitigate risks identified at POSSCL.

### **4. DUTIES AND RESPONSIBILITIES**

1. Directs a comprehensive audit program including Operational, Financial, Information Technology and compliance audit engagements.
2. Provides guidance and expertise on the auditing of systems, processes, policies, and procedures at POSSCL to ensure that they are carried out in accordance with approved auditing standards.
3. Identifies and evaluates the organization's risk areas and provides key input to the development of the annual audit plan.

4. Performs internal audit procedures, including identifying and defining issues, developing criteria, reviewing, and analyzing evidence, and documenting client processes and procedures.
5. Conducts interviews, reviews documents, develops and administers surveys, composes summary memos, and prepares working papers and reports in accordance with Company guidelines.
6. Identifies, develops, and documents audit issues and recommendations using independent judgment concerning areas being reviewed.
7. Communicates or assists in communicating the results of audit and consulting projects via written reports and oral presentations to management and the board of directors.
8. Develops and maintains productive client and staff relationships through individual contacts and group meetings.
9. Pursues professional development opportunities, including external and internal training and professional association memberships, and shares information gained with co-workers.
10. Represents the internal audit function on Company project teams if required, at management meetings, and with external organizations.
11. Provides or assists in providing training, coaching, and guidance on conducting audits and other audit-related issues.
12. Cooperates in ensuring that the workplace is safe for everyone and takes reasonable care to ensure that nothing is done to endanger self or others or cause avoidable damage to the environment.
13. Demonstrates adherence to the Company's health, safety, security and environmental policies and procedures by exhibiting the required behaviours.
14. Performs any other related duties as assigned by the current Supervisor.

## **COMPETENCIES**

- Skill in conducting quality control reviews of audit work products
- Skill in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions
- Good planning and organizing skills
- Negotiation and problem-solving skills
- Effective verbal and written communications, including active listening skills
- Team skills
- Analytical skills
- Confidentiality and integrity
- Strategic thinking
- Skill in developing appropriate recommendations to address risk exposures
- Expert oral and written communication skills
- Substantial report writing skills
- Substantial critical thinking skills by using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Substantial monitoring and evaluation skills in monitoring/assessing organizations performance to make improvements or take corrective action.
- Competence in the Microsoft Office Suite

## **5. KNOWLEDGE AND EXPERIENCE**

- A First Degree in Business Administration, Public Administration, Project Management or a related discipline from a recognized, accredited institution or Certification in CIA, CPA, ACCA or CISA.
- A minimum of five (5) years full-time experience in internal auditing, accounting, business analysis, or program evaluation.

**AND**

- Knowledge of and skill in applying internal auditing and accounting principles and practices, management principles and preferred business practices.
- Knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by The Institute of Internal Auditors.



**VACANCY: SHORT-TERM EMPLOYMENT 6 MONTHS**

**Job Title** : **SENIOR PROCUREMENT OFFICER**

**Reports To:** **Accounting Officer**

**Location** : **POSSCL Head Office: 41 Independence Square, Port of Spain**

**Background** :

Port of Spain Shopping Complex Limited (POSSCL) is a state enterprise under the purview of the Ministry of Housing and Urban Development with the responsibility of managing what was formerly New City Mall, located at 41 Independence Square and Eastside Plaza, located at 32 Charlotte Street. POSSCL is charged with the responsibility of nurturing the entrepreneurial spirit among the residents of East Port of Spain and ultimately contributing to the improvement in their standard of living. Using a business incubator model, the company offers subsidized commercial rental spaces as well as a suite of business support services for a predetermined period all geared towards the growth and development of the businesses located within its walls.

**POSITION SCOPE:**

The Senior Procurement Officer supports the 'Named' Accounting Officer, ensuring that all procurement and disposal of public property efforts are performed in compliance with objects of the Public Procurement and Disposal of Public Property Act 2015, as amended. The Senior Procurement Officer is responsible for the management of the procurement and disposal efforts related to the high risk/high value categories of goods, works and services, and for monitoring of the procurement and disposal functions for low risk/low value items.

**KEY DUTIES AND RESPONSIBILITIES:**

➤ **PROCUREMENT PLANNING**

- Liaises with the Requesting Managers to validate risk assessments for each category of expenditure or disposals and make recommendations for necessary adjustments.

- Assesses assigned categories/segments and consults with the Requesting Managers to ensure procurement objectives and strategies are aligned with programmatic/service delivery/project priorities.
  - Development of the Annual Procurement Plan.
  - Provides the 'Named' Accounting Officer with feedback on the operational utility of the approved Handbook and/or special guidelines and recommends improvements.
- **PROCUREMENT MANGEMENT**

#### **Management of significant procurement and disposal actions**

- Reviews significant procurement strategies to ensure (a) consistency with category level strategy, (2) that they are well reasoned and based on soundly researched evidence; and (3) that they address all elements required in the Procurement handbook;
- Development and maintenance of an efficient filing system that ensures that procurement, disposal and contract management records are maintained and readily available, including to Internal Audit and to the OPR;
- Development of standard procurement documents;
- Development of internal policies and procedures to improve integrity, efficiency and effectiveness of the functions;
- Ensures that the budget for the acquisition has been confirmed prior to the commencement of a solicitation process;
- Leads cross-functional teams as appropriate, for the performance of the procurement function from demand management, preparation of solicitation documents, inviting, receiving and evaluating of submissions, negotiation, award and management of contracts; as appropriate, sourcing, contracting, transactional purchasing, supplier management and miscellaneous internal procurement support activities and disposal of public property;
- Submits relevant procurement and disposal strategies to the 'Named' Accounting Officer for consideration;
- Ensures that all conditions necessary for a disposal are in place before approaching the market;
- Solicits bids/offers from the supply market in a manner determined in the procurement strategy;
- Ensures that contractual documents reflecting the terms and conditions of the approved contract award or disposal are finalised with the legal officer;
- Reviews close-out report completed by the Manager and ensures that the report is placed on the file.

#### **Management of low value / low risk procurement actions**

- Develops procurement strategy for low value / low risk procurement actions;
- Reviews procurement strategy to determine at (1) it is consistent with the category level strategy; (2) it is well reasoned and based on sound evidence; and (3) that it addresses all elements required in the handbook;
- Develop report and recommendations for contract award or disposal.

- Submits file to the ‘Named’ Accounting Officer for review and approval once all criteria are met;
- Assists in the issuance of Standstill Period notices to bidders and in the observance of the Standstill Period;
- Preparation of monthly management reports;
- Monitoring contract execution.

**POSITION SPECIFICATION:**

- **EDUCATION**
  - First Degree in Management or a related field
  - Chartered Institute of Purchasing and Supply (CIPS) Level 5, or equivalent supply chain management certification
- **EXPERIENCE**
  - A minimum of three (3) years related work experience

A suitable combination of qualifications and experience will be considered.

- **ESSENTIAL SKILLS/ ATTRIBUTES**
  - Knowledge of procurement methods and procedures, laws, rules and regulations governing public procurement and the purchasing of items from local and foreign sources
  - Ability to administer the entire procurement process, including developing and issuing of bidding documents, tenders procedures, evaluation of bids, negotiation and monitoring of contracts
  - Ability to function with a high level of professionalism when interacting with external and internal clients
  - Ability to “sell” procurement’s value
  - Strong Communication Skills, both verbal and ‘listening skills’ to get the ‘voice of the internal customer’
  - Interpersonal Skills
  - Team Building Skills
  - Organising Skills
  - Time Management Skills
  - Analytical Skills
  - Confidentiality
  - Dependability
  - Trustworthiness
  - Flexibility
  - Ability to manage change
  - A positive attitude

Applications are to be submitted by **Friday 21st May 2025** via [possel@gov.tt](mailto:possel@gov.tt) or can be delivered at 41 Independence Square (formerly New City Mall), Port of Spain with subject: **SENIOR PROCUREMENT OFFICER VACANCY**. Late submissions shall not be considered.