



PROCUREMENT OFFICER

JOB DESCRIPTION

Job Level & Grade: Professional	Department: Risk & Compliance
Location: Port of Spain Head Office	Direct Supervision: None
Reports To: Risk & Compliance Officer	Last Review Date: October 1st, 2025,

POSITION SUMMARY

The Procurement Officer is responsible for planning, sourcing, contracting and managing the purchase of goods and services required by WCU. This role ensures procurement activities deliver best value, quality and timely supply while protecting members' funds and meeting statutory and governance obligations under the Co-operative / Credit Union legal framework. The Officer will drive procurement transparency, supplier performance management, contract compliance and digital-enabled procurement processes that support WCU's strategic priorities.



RECCCE

CORE COMPETENCIES & RESPONSIBILITIES

Procurement Planning & Strategy

- Develop and maintain quarterly procurement plans aligned to departmental budgets and WCU's Strategic Plan and operational priorities.
- Support product/service category management and sourcing strategies that maximise value-for-money, total cost of ownership, and social value where appropriate.

Competitive Sourcing & Tendering

- Prepare solicitation documents (RFQ/RFP/ITB), manage the tender process, evaluate bids and prepare award recommendations for Board approval in accordance with WCU procurement policy and governance requirements.
- Negotiate contract terms and manage contract execution; ensure robust commercial terms (deliverables, service levels, warranties, liquidated damages, termination rights).
- Ensure contracts are escalated for Board approval as required by WCU byelaws and governance protocols.

Compliance, Governance & Legal Obligations

- Ensure all procurement activity complies with the Co-operative Societies Act and WCU byelaws, policies and procedures to maintain auditability and transparency.
- Maintain procurement registers, contracts register, vendor due-diligence files and records required for regulatory inspection and internal/external audit.
- Implement conflict-of-interest declarations and supplier acceptance checks (KYC and e-KYC) to protect member interests and uphold fiduciary duty.

Supplier & Contract Management

- Pre-qualify and maintain an approved supplier list; manage ongoing supplier performance (KPIs, SLAs), timely delivery, disputes and corrective action.
- Conduct post-contract evaluations and produce reports with recommendations to improve future outcomes.

Financial Stewardship & Value Management

- Drive cost containment and identify savings/opportunities through strategic partnerships that support WCU's cost management goals.
- Work closely with Accounts to ensure procurement actions reflect budget constraints and proper authorization levels.
- Review invoices against contracts prior to payment.

Risk & Controls

- Work with Risk & Compliance to identify procurement-related risks (operational, supplier, contractual) and maintain mitigation controls and contingency plans.
- Support internal/external procurement audits and timely remediation of findings.

Digital Enablement & Data-driven Procurement

- Promote and use digital procurement tools, maintain electronic procurement records and leverage business intelligence (e.g Sharetec/Power BI integration where relevant) to improve procurement cycle times and reporting.

Stakeholder Management & Capacity Building

- Partner with internal stakeholders (Operations, IT, Accounts, Branch Supervisors) to scope requirements, obtain approvals and ensure supplier deliverables meet operational and membership needs.
- Provide guidance and training on procurement policy and best practice across WCU.
- Other related duties.



QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Business Administration, Supply Chain Management, Procurement, Accounting, Finance or related discipline.
- Professional procurement qualification such as CIPS or other relevant professional certification would be an asset.
- 3–5 years' progressive procurement or purchasing experience, preferably within a financial services organisation, or credit union.
- Proven experience with tendering, contract negotiation, supplier management and procurement recordkeeping.
- Experience with Sharetec, ERP procurement modules or procurement e-systems, and working knowledge of business intelligence tools.



REQUIRED SKILLS

- Strong negotiation and commercial contract drafting skills.
- Sound financial literacy with ability to assess cost models, TCO and budget impacts.
- Excellent stakeholder & supplier management, written and oral communication.
- Strong organisational skills with meticulous attention to documentation and audit trails.
- Proficiency in MS Office and procurement / contract management systems; ability to generate procurement metrics and dashboards.
- Knowledge of applicable local laws/regulations affecting credit unions and basic contract law.



PERSONAL ATTRIBUTES

- High integrity, confidentiality and commitment to member protection.
- Objective, methodical, decisive and resilient under pressure.
- Member-centric orientation and collaborative team player.
- Continuous improvement mindset and willingness to adapt.
- Commitment to the cooperative philosophy and WCU's Core Values.



PERFORMANCE STANDARDS

Compliance & Audit:

- No material procurement non-compliance findings in internal/external audits; timely provision of procurement records on request.

Value:

- Cost savings / cost avoidance: budgeted vs actual procurement spend.

Supplier Performance:

- Percentage of suppliers meeting agreed SLAs; on-time delivery rates.

Cycle Efficiency:

- Average procurement cycle time from purchase requisition to payment of final invoice.

Digital Adoption:

- Percentage of procurement transactions managed electronically / use of procurement dashboards.

Support for Strategic Priorities:

- Evidence of supplier partnerships or procurements that support membership services, cost reduction or digital enablement.



RECEIVED BY:

Name:

Date:

Signature: