



TECHNICAL ASSISTANT I

(Procurement and Supplies Department)



The Trinidad and Tobago Electricity Commission is inviting applications from nationals in the field of engineering, who are suitably qualified and competent for the above position.

JOB SUMMARY:

- Prepares and evaluates tenders and direct purchase quotations, ensuring recommendations for award are fair, unbiased and accurate.
- Inspects and tests the Commission's stock and non-stock items and materials, and makes recommendations to the Senior Engineer for acceptance.
- Maintains and improves the department's inspection and testing facilities and equipment, developing specifications for the procurement of equipment and tools, as necessary.
- Investigates and prepares technical reports for defective materials and manages the defective materials database.
- Makes recommendations to the Senior Engineer for the improvement of specifications.
- Conducts research and development into materials, equipment etc. to support the operations of the department.
- Supervises the department's Quality Control Officer.
- Assists in the maintenance of the department's facilities and vehicle fleet.
- Supervises the Maintenance and Services Assistant.
- Reviews quality procedures for the Maintenance and Engineering Section and makes recommendations / produces revisions for improvement.
- Manages the process of the return of samples to tenderers.
- Co-ordinates the execution of the department's capital projects through the development of scope of works, preparation of Approval for Capital Expenditure (ACE) documents, managing of budgets, overseeing of contractors, and other related activities.
- Manages staff selection, assignment, deployment, leave, performance, training, discipline and delegation of responsibility.
- Assists the Zone Health, Safety and Environment (HSE) Officer on HSE and related matters.
- Manages databases, monitors expenditure and prepares budgets and monthly reports.
- Supervises, trains and mentors subordinate staff.
- Performs other related duties as required by the job function.

EDUCATION AND TRAINING:

Graduate Degree in Electrical Engineering or equivalent qualification.

KNOWLEDGE, SKILLS & EXPERIENCE:

- Minimum six (6) years' experience in a similar or related position.
- Sound knowledge of Electrical Engineering Theory and Practice.
- Effective Managerial, Supervisory, Analytical, Diagnostic and Communication skills.
- Knowledge of constructing specification documents, its Procurement Policies, Procedures and Practices, including knowledge of relevant legislation, and use of its stock materials.
- Familiarity with local and international Design, Manufacturing and Testing Standards, Quality Assurance and Quality Control Reporting and Testing, and Testing Methods.
- Proficiency in relevant software programs.

COMPENSATION

A competitive salary at middle management level and Medical Plan Benefits are assured.

Interested candidates should address an up-to-date résumé to:

CHIEF HUMAN RESOURCES OFFICER
Trinidad and Tobago Electricity Commission
#63 Frederick Street, PORT-OF-SPAIN
or

[CLICK HERE TO SUBMIT YOUR APPLICATION](#)

Closing date for applications is

Monday 29th January, 2024

ONLY SUITABLE APPLICATIONS WILL BE ACKNOWLEDGED.

**TRINIDAD AND TOBAGO
ELECTRICITY COMMISSION**