



## **ADVERTISEMENT**

### **Procurement Manager**

Applications are invited from suitably qualified persons to fill the position of Procurement Manager at the Grenada Airports Authority.

#### **JOB SUMMARY**

The procurement Manager provides strategic, high-level analysis and support to the General Manager, the Management team and the Board of Directors of the Grenada Airports Authority (GAA) from a procurement perspective; ensures the implementation of all relevant regulations, rules, processes and procedures governing the procurement at the GAA; plans, directs and controls the day to day functions of the department and collaborates with other department managers and stakeholders to ensure that all departments adhere to the approved procurement measures.

#### **Minimum Acceptable Academic/Technical/Professional Qualifications**

- Bachelor's degree in business administration, supply chain management, or a related field. Master's degree or professional certifications (e.g., CSCP, CPSM) preferred.

#### **Specific Skills/Experience and/or Knowledge**

1. Strong knowledge of procurement principles, practices, and techniques, including sourcing, contracting, negotiation, supplier management and regulations.
2. Ability to ensure compliance with airport regulatory standards and guidelines relevant to airport operations during procurement activities.
3. Excellent analytical, problem-solving, and decision-making skills. Ability to analyze complex data, identify trends, and make data-driven recommendations.
4. Exceptional communication and interpersonal skills, with the ability to effectively interact with diverse stakeholders at all levels of the organization.
5. Proficiency in procurement software and tools, as well as Microsoft Office Suite (Excel, Word, PowerPoint).
6. Demonstrated leadership abilities, including team management, coaching, and mentorship.
7. High level of integrity, ethics, and professionalism, with a commitment to upholding the highest standards of business conduct.

**Minimum Number of Years of Relevant Experience**

- Proven experience (5+ years) in procurement or supply chain management, with at least 2 years in a managerial role. Experience in airport or aviation procurement is highly desirable..

Interested qualified persons are asked to submit their Applications along with Curriculum Vitae, photocopies of relevant academic qualifications, and the names of two (2) referees should be submitted no later than **15<sup>th</sup> June 2024** to:

**The General Manager, Grenada Airports Authority Or electronically:**  
[ceo@gaa.gd](mailto:ceo@gaa.gd).

**NB: UNSUITABLE CANDIDATES WILL NOT BE ACKNOWLEDGED.**