

BARBADOS WATER AUTHORITY

VACANCY

PROCUREMENT OFFICER



A vacancy exists for the position of **Procurement Officer** with the Barbados Water Authority.

CORE RESPONSIBILITIES

The successful applicant will be required to perform the following functions:

- ❖ Ensure that the procurement of goods, works, and services is done in accordance with project requirements;
- ❖ Prepare and publish procurement notices, Requests for Proposals and contract awards;
- ❖ Establish and implement procurement procedures for the purchasing of goods, works and services using local counterpart funds;
- ❖ Assist in negotiation with suppliers, consultants and contractors;
- ❖ Assist with the review and evaluation of all proposals;
- ❖ Assist with the preparation of cost estimates;
- ❖ Update the project Procurement Plan as required;
- ❖ Prepare monthly reports on the activities of the procurement function on the project;
- ❖ Prepare and/or present other reports as required; and
- ❖ Undertake any additional project-related duties as may be required for the successful completion of projects.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Purchasing, Supply Chain Management, Business Administration, or related field; and
- Professional designation in Procurement with a minimum of ten (10) years' working experience.
- Experience working in a project environment would be an asset.

KNOWLEDGE AND SKILLS REQUIREMENTS

- Be computer literate with proficiency in Microsoft suite, including excel as well as the BWA's financial information systems;
- Good interpersonal skills with the ability to build partnerships, manage performance, and foster collaboration;
- Excellent negotiation skills to secure best prices, quality and contract terms;
- The ability to analyse data and cost structures to make informed decisions;
- Clear verbal and written communication with internal stakeholders and vendors;
- Ability to work within strict deadlines and is adaptable to changing demands.

SALARY AND ALLOWANCES

The successful candidate will receive an attractive salary and benefits package based on their qualifications and experience.

All interested persons should submit a letter of application together with a full curriculum vitae to **HR@bwa.gov.bb** or addressed to:

The Director of Human Resources Management and Development
Barbados Water Authority,
Pine Commercial Estate,
The Pine,
St Michael

The closing date for receipt of application is **Friday, March 20th, 2026.**

Unsuitable applications will not be acknowledged, and only shortlisted candidates will be contacted.