



CAREER OPPORTUNITY

ABOUT US:

Environmental and Technical Solutions Inc. (ETS) has established a state-of-the-art waste treatment facility with technological advanced waste treatment equipment inclusive of Indirect Thermal Desorption Unit (ITDU), Hazardous Waste Incineration, Wastewater Processing Farm, Processing of Special Hazardous Waste (fluorescent tubes, aerosol cans, etc.) and shredding of IBCs and drums, tank cleaning services and spill response services. Additionally, ETS offers the rental of a variety of Cargo Carrying Units (CCUs).

Procurement & Local Content Officer

The **Procurement and Local Content Officer** position requires you to perform a full range of procurement activities including information verification and analysis, purchasing transactions for equipment, materials, suppliers and services, procurement report preparation and account reconciliation. You should have excellent negotiating skills and communication skills and ensuring that approved purchases are cost-efficient and of high quality. You will also be responsible for managing and preparing work orders, stock request forms, and distribution logs. The Local content aspects play a critical role in ensuring compliance with the Local Content Act of Guyana and upkeeping the requirements as per Act including but not limited to adhering to the local content act of Guyana, liaising with suppliers, managing the supplier evaluation list, preparing tenders, RFI's, RFQ's and evaluating suppliers.

Minimum Qualifications & Requirements

Candidate must have:

- *Diploma or Degree in Procurement, Supply Chain Management, or relevant field*
- *High school diploma no less than five (5) subjects CSEC (Including Mathematics and English)*

Skill Requirements

- Minimum three (3) years experience in Procurement
- Strong knowledge in purchasing and inventory management
- Good knowledge of procurement and sourcing processes
- Must be able to prepare requests for Quotation, tenders, EOIs, RFIs and bids
- Must have fair understanding of the Local Content Procurement guidelines
- Excellent communication skills and attention to detail
- Excellent time management & analytical skills
- Must have the ability to work well with others.

Remuneration

- Compensation will be based on academic qualifications and experience.

Only shortlisted candidates will be contacted.

Applications along with three (3) professional references should be emailed to jramprasad@etsigy.com and sramsammy@etsigy.com.

CLOSING DATE FOR APPLICATIONS: 16th MAY 2025