

JOB DESCRIPTION

Job Title	Manager C – Procurement Department
Directorate	Strategy & Corporate Services Directorate (CSD)
Salary Range	As per Manager C Grade of the Collective Agreement for Managerial and Professional Grades
Reports To	Senior Manager Procurement Department
Direct Subordinates	According to the exigencies of the Service

MAIN JOB PURPOSE

To manage the Authority's various procurement procedures while also maintaining the proper adherence to the established internal policies and procedures. Additionally ensure total compliance to local and EU legislations and regulations governing the Authority's various procurement processes.

MAIN DUTIES & RESPONSIBILITIES

Key Responsibilities	Key Elements
Main Responsibilities	<ol style="list-style-type: none"> 1. To manage, coordinate and oversee the various procurement processes (preparation and issuing of tenders, quotes, liaising with Department of Contracts, Sectoral Procurement Directorate, tender evaluation and adjudication and awarding of tenders) in accordance with Public Procurement Regulations. 2. To assume responsibility for the selection of the most appropriate tendering instrument (such as negotiated procedures, framework agreements, calls for quotations, etc) for each tendering process. 3. To vet the terms of reference and compile the various sections of tender documents into a single document including specific material such as BOQ's, technical specifications, evaluation criteria etc. 4. To prepare and be familiar with all required supporting documentation such as Commitment Forms, Reasoned Letters, Bidder's Clarification Requests, Site Plans etc.

Key Responsibilities	Key Elements
	<ol style="list-style-type: none"> 5. To provide advice to the Authority's Directorates from a procurement perspective. 6. To maintain an up-to-date filing system in conventional and electronic forms for all the tenders and related supporting material. 7. To review/assist in the selection of members of staff to sit on Evaluation Committees in line with their respective technical expertise, level of training and adequate knowledge of public procurement and public call evaluations. 8. To prepare monthly status reports to enable the monitoring and enforcement of public procurement procedures. 9. To operate IT Systems, including the e-procurement portal (ePPS), used for the management of calls for tenders and reporting of public procurement. 10. To assist in the following of Green Public Procurement Regulations. 11. To carry out market research and proactively work with budget holders and/or project owners to rapidly identify procurement opportunities. 12. To contribute procurement-wise in the implementation of EU-Funded projects. 13. To assist with the required EU-Funding management reporting requirements from a procurement perspective. 14. To prepare or assist in the drafting and signing of contracts and other related documents for Supplies, Services or Work tenders. 15. To assist the Tendering Committee as required in its functioning. 16. To consolidate an Annual Procurement Plan for budgeting and monitoring purposes.

Key Responsibilities	Key Elements
	<p>17.To populate, approve, control and enhance the internal procurement system.</p> <p>18.To perform and assist any additional tasks as required by the Senior Manager Procurement Department in line with the functioning of the Procurement Department.</p> <p>19.To perform and assist any additional tasks according to the Authority's need as required by the Chief Officer Corporate Services and Strategy.</p>
General Operational Management	<ol style="list-style-type: none"> 1. Provide support to other Officials and Directorates when and as required. 2. Participate in meetings as required. 3. Self-educate on the Authority's general operations.
Team Leadership Management	<ol style="list-style-type: none"> 4. To ensure that all activities are being carried out as planned and according to established standards and in line with the Internal Policies and Government Public Procurement Regulations. 5. Assist and aide staff members where necessary. 6. Promote working as a team within the Department.
Quality Assurance	<ol style="list-style-type: none"> 7. To ensure quality of work throughout. 8. To implement the best practices within the Department. 9. To make recommendations about change in policy and procedure and to inform others as necessary. 10.Meets own and team targets.
Internal Relations	<ol style="list-style-type: none"> 11. Maintain an excellent working relationship with the other Directorates as well as Department team members.
External Relations	<ol style="list-style-type: none"> 12. Establish clear lines of communication and hold regular external meetings with stakeholders and other Government Directorates

Tasks and duties of the job holder are not limited to the above listed and employee may be required to assist other employees/departments or requested to perform other/different duties from time to time as the need may be.

Key Decision Making Areas

- General Procurement Procedures matters.
- Procurement Requirements for Various directorates.
- Assessment of veracity of various procurement claims by different directorates prior to any request for any approvals.
- Initiatives taken to ascertain the timely and smoothly running of the entire procurement process of public calls and all purchasing requests.
- Controls on the Procurement System

Key Performance Indicators (KPIs)

- Successful implementation of tasks assigned.
- Successful vetting and Publishing of various procurement procedures.
- Approaches work in a highly focused and goal-oriented manner..
- Internal/external stakeholder satisfaction.

PERSON SPECIFICATION - *The qualifications, experience, skills and other attributes required by the job holder.*

Essential:

Qualifications:

- Higher Diploma Level 5 or higher in Business Management or Procurement or Accounts.
- ECDL Course

And

Experience

- A Minimum of 5 years' experience in a Junior Management Position

OR

Qualifications:

- New Public Procurement Regulations Course – Institute for Public Services
- Diploma Level 5 or higher in Business Management or Procurement or Accounts.
- ECDL Course

And**Experience**

- A Minimum of 3 years' experience working in Public Procurement

Skills:

- Outstanding influence and communications skills.
- Excellent organizational, time management, presentation and facilitation skills.
- Excellent project management, and problem solving skills.
- Excellent analytical, conceptual thinking, planning, and execution skills to drive organizational change.
- High energy, self-starter, excellent team player.
- Ability to collaborate and partner with various units across the organization.
- Possess personal qualities of integrity, credibility, and commitment to corporate mission.
- Flexible and able to multitask; can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions.
- Ability to quickly understand complex business systems and processes.
- Strong situational assessment and decision-making skills.

Desirable:

- Strong familiarity with the Public Service structures, policies and procedures.
- Numerically proficient and information focused.