

CALL FOR APPLICATIONS

TO FILL VACANCY FOR Manager A - Procurement

Interested persons wishing to apply for this post are kindly requested to submit a full CV (including details of background and experience) and copies of qualifications relevant to the post to recruitment.pg@projectgreen.mt

JOB DESCRIPTION & PROFILE

Title	Manager A - Procurement
-------	-------------------------

About the Role:

As Manager A - Procurement, your tasks will include:

- To assist Project Green staff members in the formulation and presentation of all the necessary documentation for the issue of public calls, including but not limited to public tenders/quotations documentation, to ensure that they are formulated in approved Department of Contracts templates and/or in such a manner that they request from the open market the best value for money in line with the Agency's KPIs and commercial and regulatory objective that may arise from time to time.
- To assist in the management of the procurement process in all tendering phases from pre contract to post contract stages. This includes the uploading of documentation on website and its continuous upkeep and updating.
- To ensure full adherence to Public Procurement Regulations and all the laws, regulations, procurement policy notices issued by the Department of Contracts/MFE/OPM and other Government sources from time to time.
- To assist in supporting and guiding managers on implementation/execution of e-procurement processes.
- To keep abreast of all changes to public procurement, regulations and policies and ensure the dissemination of all updated provisions to all those involved in procurement.
- To have good working knowledge of all the responsibilities of the procurement unit and be free from all conflict of interest.
- To assist in the monitoring of the Annual Procurement Plan for budgeting and general administrative purposes.
- To assist in the functioning and/or the preparation of the Committee as and when the need arises – this may include preparing of Agenda and dissemination of minutes and papers to be discussed and approved.

- To keep abreast of the Agency's corporate plans to be able to stay focused on the Agency's procurement and related priorities.
- To operate the IT procurement system/database in line with the operational and administrative needs to the entire procurement process and of the procurement unit itself that may arise from time to time.
- To form part of a team in the day-to-day functioning of the Unit and to communicate and educate Project Green staff members public procurement policies, procedures and compliance.
- To co-ordinate assist in the preparation of replies to objections by tenderers/contractors, and to attend PCRB and/or Court hearings as the case may be.

Quality Assurance

- To assist in reaching the set goals and standards established by the Agency/Directorate.
- To have full knowledge of Project Green's procurement policies and procedures.

Customer Relations and other Stakeholders

- To maintain effective customer and supplier relations throughout.

Organisation, Administration and Financial

- To compile periodic reports as required.
- To assist in administrative work related to their duties.
- To act in line with the public procurement regulations and Project Green policies and procedures in the procurement and public finances in general.

About You:

Project Green is looking for a Manager A - Procurement of the highest personal and professional integrity, principle, and knowledge, earning respect and support when making decisions and choices. The selected candidate needs to be a self-directed person with a strong work ethic and high expectations for performance; a person who is organised and has good communication skills as well as a good level of written and spoken Maltese and English.

The role requires the possession of a minimum of an MQF Level 4 qualification as recognised by the MFHEA, a minimum of four (4) years' work experience in various procurement phases such as formulation of tenders and forming part of evaluation committees, and experience in Government Regulations concerning public procurement and utilisation of public/EU funds.

Furthermore, the candidate needs to have strong proficiency in computer skills, including Microsoft Office Suite.

Other Information

Project Green is an Equal Opportunities Employer as certified by the NCPE (National Commission for the Protection of Equality) and is committed to a policy of equal opportunity in all aspects of employment and will avoid any form of discrimination in its recruitment procedures.

The Agency reserves the right to withdraw this call at any time and not select any of the Candidates.

It is the responsibility of applicants in possession of qualifications awarded by Universities and other similar institutions outside Malta to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC). Applicants should do so preferably at application stage or otherwise at the preliminary interview should an applicant be selected for such interview. Details can be obtained by accessing the Malta Further and Higher Education Authority website on mfhea.mt under MQRIC heading.

The Agency shall ensure that any processing of personal data is in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation), the Data Protection Act (Chapter 586 of the Laws of Malta) and any other relevant European Union and national law. For further details, you may refer to the Data Protection Policy on Project Green's webpage project.green.

Candidates are to note that the submission of any false statement/s or omission, even if unintended, may lead to the cancellation of their application and may render the candidate's appointment liable to termination.

Furthermore, please note that candidates may be asked to submit any documentation in support of the information provided, including but not limited to, proof of qualifications and Police Conduct Certificates.