



## JOB DESCRIPTION

The Authority is an equal opportunity employer.

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| <b>Position: Manager (Procurement)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <i>Reporting as necessary to</i><br>The Chief Executive Officer (CEO) and to the Senior Manager (Procurement).                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <i>Subordinates:</i><br>Other members of staff as directed from time to time by the CEO or management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <i>Purpose</i><br>The Manager (Procurement) will assist the Senior Manager (Finance) The objective of the post is to support all finance and procurement management functions. Finance is entrusted with major procurement projects and acts as support to other departments' procurement and events back office, besides accounting and payroll of a growing organisation. The selected candidate will provide the support, management and skills so that all the duties and functions that fall within this section are carried out in a timely and efficient manner. |
| <i>Contract:</i><br>Indefinite   40h/week   Position is subject to a probationary period of twelve (12) months                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

### **Duties & Responsibilities:**

#### ***Technical / Position Specific Responsibilities:***

- i. Coordinates the preparation of the organisation's procurement plan and make recommendations for the final planning and timeline in line with the organisational objective and related policies.
- ii. Applies diverse aspects of the procurement legislation, as well as other legal frameworks impacting procurement in line with: National and EU level legislation, public procurement policy requirements, rules, guidelines, circulars and other procurement related material.
- iii. Operates proficiently the electronic Public Procurement System and helps ensure that all users have the appropriate access and training and acts as a change management agent during the implementation of a newly adopted system/modules or tools.
- iv. Manages the full process of needs analysis, data interpretation and supplier relations in accordance with public procurement principles.
- v. Manages, conducts, analyses, interprets and reviews market analysis, in line with the principles of transparency, non-discrimination and equal treatment, as well as ethical privacy, confidentiality and integrity standards whilst ensuring its completeness and that procurement strategies are designed



to reflect market conditions, policy goals, and opportunities identified.

- vi. Implements the different phases of the procurement lifecycle and anticipates relevant potential challenges, risks and impacts.
- vii. Implements sustainable procurement approaches for achieving the organisation's sustainability objectives (Green Public Procurement (GPP), Socially Responsible Public Procurement (SRPP), genuine competition (equity more than equality) and SME participation and manages the resources available to implement them within the organisation.
- viii. Provides knowledge-based advice on the best use of various procurement procedures and techniques in order to design the procurement strategy. Conveys complex information in a straightforward, transparent and impactful manner to a range of stakeholders by tailoring the message accordingly.
- ix. Designs/vets, completes and/or publishes tender documentation that helps maximise value for money and ensure that the correct methodology is applied to the issued public procurement tenders in line with relevant EU and national regulations, policies, rules, conditions, guidelines and templates.
- x. Oversees/Conducts/Reviews the work of evaluation committees, and the preparation of relevant documentation for the tender assessment, evaluation and post-award processes including, but not limited to, those for/by the General/Departmental Contracts Committee and the drafting of contract agreements and addenda.
- xi. Leads and controls the contract delivery and modifications functions in line with project time, cost, quality, scope, benefits and risks variables.
- xii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required.
- xiii. Any other duties as directed by the Chief Executive Officer.

- ***Supervisory - the appointee will be required to:***

- In liaison with the CEO and the Senior Manager (Finance), prepare work schedules and workplans for any direct subordinates and to review performance on regular basis against set objectives
- Report sectional achievements, KPIs to the CEO and the Senior Manager (Finance)
- Offer assistance and/or advise other OHSa staff in matters arising
- Ensure best attitude, behaviour, language and appearance thus portraying the best image and reputation of the Authority
- Report to the CEO and the Senior Manager (Finance), any anomalies regarding the above
- Be subjected to a performance appraisal.

- ***General – the appointee will be required to:***

- Follow policy and management directives
- Prepare timely data submissions and any other documentation as required
- Maintenance of source documents and filing to ensure continuation and audit trail
- Prompt CEO and the Senior Manager (Finance) to problem areas



- Liaise with Government institutions as and when required
- Keep abreast with Government policies, procedures and applications, and follow training as directed
- Participate as required in professional meetings/seminars/workshops, including training locally and abroad, and review scientific literature and preparation of technical reports and publications
- Execute any other duties as may be determined from time to time by the CEO and the Senior Manager (Finance)
- Represent OHS in radio and, or TV programmes as necessary.

### **Appointment**

A **Manager (Procurement)** shall be appointed and assigned to areas according to the exigencies of the service.

### **Direct Guidance / Supervision**

Under the direct supervision of the CEO and the Senior Manager (Finance), who shall be available to give guidance and direction as required.

### **Conflict of Interest**

The position holder will be allowed to work private practice, with the prior written approval of the CEO and in line with the Authority's Standard Operating Procedure for Private Work and Conflict of Interest.

### **Qualifications, skills and experience required:**

#### *Qualifications:*

- *By closing time and date of this call for applications, applicants must be:*

#### *- Eligibility:*

- i.
  - a. citizens of Malta; or
  - b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or
  - c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or
  - d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or



- e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the Status of Long-Term Residents (Third Country Nationals) Regulations, 2006 or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the Family Reunification Regulations, 2007; or
- f. in possession of a residence document issued in terms of the “Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations”.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within *Identita`* should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

- ii. able to communicate fluently in the Maltese and English languages;

**AND**

- iii. in possession of a recognized **Master's** degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent\*) in **Business Administration** or **Management** or **Evidence Based Management** or **Accounts** or a recognised comparable qualification in Accounts.

**OR**

must have a **First degree** at MQF Level 6 – 180 ECTS/ECVET credits in **Business Administration** or **Management** or **Evidence Based Management** or **Accounts** or a recognised comparable qualification in **Accounts** with 3 years’ experience in the related sector

**OR**

must have a **Higher Diploma at Level 5** – 60 ECTS/ECVET credits in **Business Administration** or **Management** or **Evidence Based Management** or **Accounts** or a recognised comparable qualification in **Accounts** with **5 years’ experience in the related sector**

\* In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to the number of ECTS/ECVET credits as specified above. The advice of the MQRIC may be sought.

(i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(ii) Moreover, candidates who have not yet formally obtained any of the qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award for the qualification in question.

(iii) Furthermore, candidates who are following a recognised programme of study of a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQ level,



by the closing time and date of the call for applications.

- ***Skills:***

- strong interpersonal skills, in particular the ability to be assertive
- strong analytical and reasoning abilities
- excellent oral and written communication skills in Maltese and English
- have the ability to meet strict deadlines
- expected to be fully conversant with mainstream office software in use at OHS, which currently uses Windows 10 Enterprise Operating System, MS Office 365 Pro, Sage

- ***Experience:***

- Ability to further demonstrate or show track record of additional experience, in a similar role other than as quantified above (in clause ii), will be considered an asset.

**Other issue pertinent to this call:**

Applicants must be of conduct which is appropriate to the post applied for. Applicant must produce a **certificate of conduct issued by the Criminal Records Office** or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details. In the case of applicants who are in the Malta Public Service, the GP 47 will be requested by the Authority from the Director responsible for HR where applicants are serving.

- ***Verification of Qualifications***

Original certificates and/or testimonials are to be invariably produced for verification at the interview

- (a) With respect to qualifications produced in response to this call for applications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information (<https://mfhea.mt/academic-qualifications/>) based within the Malta Qualifications Council, or by any other designated authority, as applicable. Such statement should be attached to the application and the original presented at the interview.
- (b) Candidates are to submit a **Jobsplus History sheet** in support of claimed work experience.

- ***Submission of supporting documentation***

Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Scanned copies sent electronically are acceptable.

- ***Selection procedure***

Eligible applicants will be assessed by a Selection Board to determine their suitability for the position. The board's recommendations shall be forwarded in a report to the CEO who shall then give direction.



- ***Submission of Applications***

Applications are to be submitted, for the attention of the Senior Manager (Corporate Services) through the designated mailbox [recruitment.ohsa@ohsa.mt](mailto:recruitment.ohsa@ohsa.mt) only. Applications are to include a Europass format Curriculum Vitae <https://europa.eu/europass/en/create-europass-cv> (which should also include a list of qualifications held by applicant).

**The closing date of the receipt of applications is Friday 14<sup>th</sup> June 2024, 16:00h (Central European Time).**

Applications will be duly acknowledged by return email.

It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

Applications received after closing date and time (i.e. late applications) are not allowed.

Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latest, to submit any incorrect or incomplete or missing documents.

- ***Conditions of Employment***

OHSa's Collective Agreement for Managerial Grades (CAMG), SOPs and policies issued from time to time, shall regulate all matters relating to conditions of employment other than as specified in the terms of remuneration and other benefits.

- ***Remuneration and Other Benefits***

The Employee shall be entitled to a salary of **Manager** at the Occupational Health & Safety Authority.

In the absence of a new Collective Agreement which expired in December 2022, the annual salary for 2024 for a Manager (pegged to Scale 5 of *Collective Agreement for Employees in the Public Service 2017-2024*), as adjusted for 2024 (Ref. IRU 16/02/2024) starts at a minimum of **€31,997** up to a maximum of €35,841, a communication allowance of €1,600 annually and an all-inclusive transport allowance of €4,658 per annum is also applicable. Salary figures are inclusive of adjusted 2023-4 COLA.

The Employee shall be paid an annual Performance Bonus of up to 10% per annum on the basic salary.

*Concurrent Issue of this vacancy:*

*If recourse to issue an Expression of Interest and/or Public Notice (following Jobsplus procedure as per ETS Act) is eventually taken, mention is made that available vacancies are filled on the basis of the internal call result and, when exhausted, through the Expression of Interest and/or through Jobsplus procedures, as applicable. Extract from Manual for Public Sector Entities: Delegation of Authority to effect Recruitment, Promotions and Industrial Relations – Section 3.6(ii)*

The website and email address of the receiving entity for this post is: [ohsa.mt](http://ohsa.mt) & [recruitment.ohsa@ohsa.mt](mailto:recruitment.ohsa@ohsa.mt)