

Department of Contracts Circular No. 7/2013

Department of Contracts
Notre Dame Ravelin
Floriana FRN 1600

Date: 1st July 2013

To: Permanent Secretaries
Directors-General
Directors
Heads of Public Sector Organisations

**POSITION OF PROCUREMENT MANAGER (ELECTRONIC) IN THE DEPARTMENT OF
CONTRACTS IN THE MINISTRY FOR FINANCE
(Ad hoc approval dated 14th June 2013)**

In accordance with clause 3.1(l) of the current Collective Agreement, nomenclatures importing the male gender include also the female gender.

1. The Director General, Department of Contracts, Ministry for Finance, invites applications from Public Officers in the Malta Public Service for the position of Procurement Manager (Electronic) in the Department of Contracts in the Ministry for Finance. Public Officers in the Malta Public Service who are on secondment/on loan/detailed with/deployed with/on attachment to Public Sector Organisations may also apply.

Duration of assignment and Conditions

2.1 A selected candidate will enter into a thirty-six month assignment as a Procurement Manager (Electronic) in the Department of Contracts, which may be renewed for further periods. Unsatisfactory performance as Procurement Manger (Electronic) during the assignment period will lead to termination of the assignment

2.2 If a selected candidate is a Public Officer holding a substantive grade/indefinite status in the Malta Public Service, and during the assignment period is appointed to a grade with a Salary Scale higher than Scale Seven (7), he/she will be expected to relinquish the duties of Procurement Manager (Electronic) and be transferred to duties pertinent to his/her new grade. However, if the substantive salary of a selected candidate becomes higher than the maximum of Scale Seven (7) through progression, he/she will be allowed to complete his/her term of engagement as provided by the assignment in force.

Salary pegged to the position

3. The salary attached to the position of Procurement Manager (Electronic) is equivalent to the maximum point of Salary Scale 7 (currently €23,422). The Procurement Manager will also be entitled to a performance bonus of up to a maximum of 10% of his/her basic salary, subject to positive performance.

Duties

4. The duties of Procurement Manager (Electronic) include:

- a) Support the IT Infrastructure at the Department of Contracts;
- b) Manage the Electronic Public Procurement System or any other current or future IT system for the management of public procurement;

- c) Assist the Director (Information Security and Administration) and the Assistant Director (Electronic Procurement) in maintaining and using statistical information;
- d) Identify IT hardware and software that can better address the requirements of the Department of Contracts;
- e) Maintain regular liaison with the Information Management Unit at the Ministry for Finance;
- f) Provide relevant training, assistance, guidance and support to public employees and economic operators on matters pertaining to electronic procurement;
- g) Represent the Department of Contracts in meetings locally and abroad;
- h) Prepare regular status reports to enable the monitoring and measurement of the effectiveness efficiency of e-procurement;
- i) Prepare reports concerning cases involving the Department of Contracts and represent same in front of Boards, Tribunals and Courts of Law;
- j) Carry out any other duties as directed by the Director General (Contracts) or his representative;
- k) Carry out any other duties according to the exigencies of the Malta Public Service, as directed by the Principal Permanent Secretary.

Eligibility requirements

5.1 By the closing time and date of this call for applications, applicants must be public officers in possession of:

(a) A pertinent post-graduate degree (Masters') at MQF Level 7, or an appropriate, recognized, comparable qualification, plus one (1) year relevant work experience;

Or

(b) A pertinent first degree at MQF Level 6, or an appropriate, recognized, comparable qualification, plus three (3) years relevant work experience;

Or

(c) Public Officers in a Scale not below Scale 10 with six (6) years relevant work experience

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

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question by the closing time and date of the call for applications.

5.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraph 5.1, have proven relevant work experience.

5.3 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of supporting documentation

6.1 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.

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

Selection procedure

7. Eligible applicants will be assessed by a Selection Board to determine their suitability for the position.

Submission of applications

8. Applications, together with an updated Service and Leave Record Form (GP47) and a detailed curriculum vitae, will be received by the Director General at the Department of Contracts, Notre Dame Ravelin, Floriana FRN 1600 by not later than **noon (Central European Time) of Friday, 19th July 2013**. Further details concerning the submission of applications are contained in the general provisions referred to below.

Other general provisions

9. Other general provisions concerning this call for applications, with particular reference to:

- other applicable conditions;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- the process for the submission of petitions concerning the result;
- access to application forms and related details
- retention of documents

may be viewed by accessing the website of the Public Administration HR Office at the address <http://www.pahro.gov.mt/file.aspx?f=372> or may be obtained from the Office of the Director Corporate Services, Ministry for Finance, South Street, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

For the purpose of paragraph 5.2 of the General Provisions of this call for applications, the fax number of the receiving Department/Division/Directorate is +356.21247681 and the e-mail address is info.contracts@gov.mt.

Francis Attard
Director General (Contracts)
Ministry for Finance

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**Ċirkulari tad-Dipartiment tal-Kuntratti Nru.
7/2013**

Dipartiment tal-Kuntratti
Notre Dame Ravelin
Floriana FRN 1600

Data: 1 ta' Lulju 2013

Lis-Segretarji Permanenti
Lid-Diretturi Ġenerali
Lid-Diretturi
Lill-Kapijiet ta' Organizzazzjonijiet fis-Settur Pubbliku

**POŻIZZJONI TA' PROCUREMENT MANAGER (ELECTRONIC) FID-DIPARTIMENT TAL-
KUNTRATTI FIL-MINISTERU GHALL-FINANZI
(Approvazzjoni specifika datata 14 ta' Gunju 2013)**

Skont klawnsola 3.1(l) tal-Ftehim Kollettiv kurrenti, nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Id-Direttur tal-Kuntratti, Dipartiment tal-Kuntratti, Ministeru għall-Finanzi jilqa' applikazzjonijiet minn Uffiċjali Pubbliċi fis-Servizz Pubbliku ta' Malta għall-pożizzjoni ta' *Procurement Manager (Electronic)* fid-Dipartiment tal-Kuntratti fil-Ministeru għall-finanzi. Uffiċjali Pubbliċi fis-Servizz Pubbliku ta' Malta li huma sekondati/ mislufin/ *detailed/deployed/ attached* ma' Organizzazzjonijiet fis-Settur Pubbliku jistgħu japplikaw ukoll.

Tul tal-assignment u kundizzjonijiet

2.1 Persuna magħżula tidhol f'*assignment* ta' sitta u tletin (36) xahar bħala *Procurement Manager (Electronic)* fid-Dipartiment tal-Kuntratti, li jista' jiġi mġedded għal perjodi oħra. Persuna li ma tkunx tat sehem sodisfaċenti bħala *Procurement Manager (Electronic)* matul il-perjodu tal-*assignment*, ikollha l-*assignment* tagħha terminat.

2.2 Jekk persuna magħżula tkun Uffiċjal Pubbliku li għandha grad sustantiv/*indefinite status* fis-Servizz Pubbliku ta' Malta, u waqt il-perjodu tal-*assignment*, tinġatar fi grad bi Skala ta' Salarju oghla minn Skala sebgha (7), hija tkun meħtieġa li tħalli d-doveri ta' *Procurement Manager (Electronic)* u tkun trasferita għal doveri li jikkorrispondu mal-grad il-ġdid tagħha. Iżda, jekk is-salarju sustantiv tal-persuna magħżula jitla' għal aktar minn Skala sebgha (7) permezz ta' *progression*, il-persuna titħalla tkompli l-perjodu tal-*ingagġ* tagħha kif provdut bl-*assignment* fis-sehħ.

Salarju marbut mal-pożizzjoni

3. Is-salarju għall-pożizzjoni ta' *Procurement Manager (Electronic)* huwa ekwivalenti għall-massimu ta' Skala ta' Salarju sebgha (7) (bħalissa €23,422). Il-persuna magħżula tkun intitolata ukoll għall-*performance bonus* sa massimu ta' 10% tas-salarju bażiku, marbut ma' xogħol sodisfaċenti.

Dmirijiet

4. Id-dmirijiet ta' persuna fil-ħatra ta' *Procurement Manager (Electronic)* jinkludu:

- a) Il-manteniment ta' l-istruttura tal-IT tad-Dipartiment tal-Kuntratti
- b) L-immanigġjar ta' l-*Electronic Public Procurement System* u sistemi tal-IT oħrajn sew kurrenti kif ukoll dawk li għad ikun hemm għat-tmexxija ta' public procurement

- c) Assistenza lid-Direttur (Sigurta' ta' l-Informazzjoni u Amministrazzjoni) u lill-Assistent Direttur (Electronic Procurement) fiz-zamma u l-uzu ta' statistika
- d) L-identifikar ta' hardware u software li permezz taghhom jintlehu l-bzonnijiet tad-Dipartiment tal-Kuntratti
- e) Li jinzamm kuntatt regolari ma' L-Information Management Unit fil-Ministeru għall-Finanzi
- f) Li jipprovdi tahrig, assistenza, gwida u support lill-impjegati pubblici u operaturi ekonomiċi dwar l-*electronic procurement*
- g) Ir-rappreżentat tad-Dipartiment tal-Kuntratti f'laqgħat f'Malta jew barra
- h) Il-preparazzjoni ta' rapporti b'mod regolari sabiex tkun tista tigi immoniterjata u ikkalkulata l-effettività u l-efċjenza ta' l-*electronic procurement*
- i) Il-preparazzjoni ta' rapport li jikkoncernaw kazijiet li jinvolvu lid-Dipartiment tal-Kuntratti u ir-rappreżentat tad-Dipartiment quddiem Bordijiet, Tribunali u l-Qrati tal-Gustizzja
- j) Il-qadi ta' dmirjeit ohra skont kif mitlub mid-Direttur General tal-Kuntratti jew rappreżentant tiegħu
- k) Il-qadi ta' dmirjeit ohra skont l-esiġenzi tas-Servizz Pubbliku skont struzzjonijiet mogħtija mis-Segretarju Permanenti Ewlieni

Rekwiżiti tal-eligibbilita

5.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu uffiċjali pubbliċi u jkollhom:

a) *Post-graduate degree* pertinenti (ICT jew Management) fuq livell ta' MQF 7, jew kwalifika ohra li hija xierqa, komparabbli u rikonossuta, flimkien ma' sena (1) esperjenza ta' xogħol li huwa rilevanti;

JEW

b) *First degree* pertinenti (ICT jew Management) fuq livell ta' MQF 6, jew kwalifika ohra li hija xierqa, komparabbli u rikonossuta, flimkien ma' tliet snin (3) esperjenza ta' xogħol li huwa rilevanti;

JEW

c) Uffiċjali Pubbliċi fi Skala ta' Salarju mhux anqas minn Skala 10, u jkollhom sitt (6) snin esperjenza ta' xogħol li huwa rilevanti

Kwalifiċi li huma ta' livell ogħla minn dak rikjest hawn fuq jiġu aċċettati għall-fini ta' eligibbilita', sakemm dawn ikunu fis-suġġetti mitluba.

Dawk il-kandidati li ma jkunux għandhom għabu l-kwalifiċi imsemmija hawn fuq formalment xorta jiġu ikkunsidrati, basta jiprovdu evidenza li ġew appovati għall-għoti tal-kwalifiċi imsemmija sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet.

5.2. Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafu 5.1, għandhom esperjenza ta' xogħol rilevanti u ppruvata.

5.3 L-applikanti prospettivi għandhom jaraw il-proviżżjonijiet ġenerali marbuta ma' din is-sejha għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonossiment tal-kwalifiki mingħand l-MQRIC, jew awtorita' pertinenti oħra, kif applikabbli (ara l-link aktar 'l isfel).

Sottomissjoni ta' dokumentazzjoni

6.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, li kopja tagħhom għandha tkun jew mehmuża mal-applikazzjoni. Kopji *scanned* mibgħuta b'mod elettroniku huma aċċettati.

6.2 Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-għażla

7. L-applikanti eliġibbli jiġu assessjati minn Bord tal-għażla biex jiġi ddeterminat min hu adatt għall-pożizzjoni.

Sottomissjoni tal-applikazzjoni

8. L-applikazzjonijiet flimkien ma' *Service and Leave Record Form* (GP 47) aġġornat u curriculum vitae dettaljat, jintlaqgħu mid-Direttur Ġenerali fid-Dipartiment tal-Kuntratti, Notre Dame Ravelin, Floriana FRN 1600 sa mhux aktar tard **min-nofs in-nhar (Central European Time) ta' nhar il-Ġimgħa, 19 ta' Lulju 2013**. Aktar dettalji dwar is-sottomissjoni tal-applikazzjonijiet jinsabu fil-provvedimenti ġenerali msemmija hawn isfel.

Provvedimenti ġenerali oħra

9. Provvedimenti ġenerali oħra dwar din is-sejha għall-applikazzjonijiet, b'referenza partikolari għall-

- kundizzjonijiet applikabbli oħrajn;
- bdil raġonevoli għall-persuni rreġistrati b'diżabilità;
- sottomissjoni ta' dikjarazzjoni ta' rikonossiment dwar il-kwalifiki;
- pubblikazzjoni tar-riżultat ;
- il-proċess sabiex tiġi sottomessa petizzjoni dwar ir-riżultat;
- aċċess għall-formola tal-applikazzjonijiet u dettalji relatati;
- żamma ta' dokumenti

jistgħu jiġu aċċessati permezz tas-sit elettroniku tal-Uffiċċju tar-Riżorsi Umani fl-Amministrazzjoni Pubblika fl-indirizz <http://www.pahro.gov.mt/file.aspx?f=372> jew jinkisbu mill-Uffiċċju tad-Direttur għas-Servizzi Korporattivi fil-Ministeru għall-Finanzi, Triq Nofsinhar, Valletta. Dawn il-provvedimenti ġenerali għandhom jiġu meqjusa bħala parti integrali minn din is-sejha għall-applikazzjonijiet.

Għall-fini ta' paragrafu 5.2 tal-Provvedimenti Ġenerali ta' din is-sejha għall-applikazzjonijiet, in-numru tal-fax tad-Dipartiment/Diviżjoni/Direttorat riċeventi huwa +356.21247681 filwaqt li l-indirizz tal-*email* huwa info.contracts@gov.mt

Francis Attard
Direttur Ġenerali (Dipartiment tal-Kuntratti)
Ministeru għall-Finanzi

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