

Department of Contracts
Notre Dame Ravelin
FLORIANA

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

06 November 2015

**POSITION OF PROCUREMENT SUPPORT OFFICER IN THE
DEPARTMENT OF CONTRACTS IN THE MINISTRY FOR FINANCE
(Capacity building approval dated 12 May 2015)**

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 (Contracts), Ministry for Finance invites applications from Public Officers in the Malta Public Service and employees in the wider Public Sector for the position of Procurement Support Officer 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 (36) month assignment as a Procurement Support Officer in the Department of Contracts, which may be renewed for further periods.
- 2.2 The position of Procurement Support Officer is subject to a probationary period of twelve (12) months.
- 2.3 If a selected applicant is an employee from an organization in the wider Public Sector, he/she must make his/her own arrangements for his/her release to the Department of Contracts.

Salary pegged to the position

3. The salary attached to the position of Procurement Support Officer is equivalent to Salary Scale Eleven (11) (which in the year 2015 is €16,558.98 per annum rising by annual increments of €375.17 up to a maximum of €18,810.00).

Duties

4. The duties of Procurement Support Officer include:
 - I. The keeping of IT databases updated with correct information of tenders published and throughout the whole procurement cycle;
 - II. Assisting the General Contracts Committee during the opening sessions;
 - III. Use the e-procurement system (ePPS) in an efficient and effective manner to expedite matters and achieve results;
 - IV. Informing Contracting Authorities that the offers have been unlocked and which documentation is to be produced when submitting the Evaluation Report;
 - V. Monitoring the timely submission of the Evaluation Reports and sending the necessary reminders;
 - VI. Monitor and record awards or rejections to Economic Operators who submitted a bid;
 - VII. Forward copies of the Contract Agreement to competent Authorities;
 - VIII. Assist the Director (Operations) in the preparation of procurement documents for the purchase of requirements;
 - IX. Assist in the monitoring and enforcement of the public procurement procedures and ensure that all procurement documents are in line with applicable procedural, technical and legal requirements;
 - X. Circulate and keep proper records of Contracts Circulars and Procurement Policy Notes;
 - XI. Any other duties as assigned by the Director General;
 - XII. Any other duties according to the exigencies of the 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:

- (a) Public Officers or employees in the wider Public Sector who are in possession of a recognized qualification at MQF Level 5 with a minimum of 120 ECTS/ECVETS or equivalent in relevant areas to be specified

OR

- (b) Public Officers in a Scale not below Scale 16/15 with three (3) years relevant experience or employees in the wider Public Sector in a comparable level of responsibility with three (3) 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, 27 November 2015**. Applications can also be submitted through the Online Government Recruitment Portal on <http://recruitment.gov.mt> by the said closing time and date of this call for applications. 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://opm.gov.mt/en/PAHRO/RESOURCING/Documents/Forms%20and%20Templates/Service%20Wide%20position-%20general%20provisions%20-%205.2.15.pdf>

or may be obtained from the Corporate Services Directorate, Ministry for Finance, Maison Demandols, 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 e-mail address is info.contracts@gov.mt.

Anthony Cachia
Director General (Contracts)

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