

INDIS Malta Job Description



Position Title:	Senior Executive I (Procurement)
Reports to:	Principal (Procurement)
Pay Grade:	Senior Executive I
Unit:	Procurement Unit
Job Summary	
<p>The Procurement and Tendering Executive is responsible for overseeing the purchasing of all supplies, equipment and material within Malta Industrial Parks Ltd (MIP) in accordance with public procurement policies and procedure. The selected person will also be responsible in providing all the necessary support in the tendering process.</p>	
Description of main tasks	
<p>Duties</p> <ul style="list-style-type: none"> • Research suppliers of materials, equipment or suppliers to determine product availability and compare terms of sales and item quality. • Prepares purchase requisitions in accordance with public procurement procedures. • Drafts and publishes Calls for Quotations (CFQ) / Tenders in accordance with public procurement regulations both on INDIS website and on the ePPS Portal. • Obtains approvals including requests for Direct Orders submitted to Senior Management. • Guides and assists the various 'company divisions/offices/sections' in developing and implementing an appropriate purchasing strategy for the products they require. • Drafting of replies and uploads replies to clarification requests that may arise during the tendering period. • Co-ordinates CFQ / Tenders opening/unlocking sessions and other pertinent assignments in order to ensure that all the applicable regulations are strictly adhered to. • Assists the Head of Procurement in evaluating bids received. • May assume the role of Secretary of the Evaluation Committee as may be required. • Draws up evaluation reports for CFQs / tenders and uploads same on ePPS portal for final approval. • Co-ordinates the award or cancellation of the tendering process. • Issues purchase orders and drafts Contract Agreements. • Coordinates and communicates with suppliers as appropriate. • Maintains a database of all procurement procedures including remaining balances and ensures that respective Contractor's Obligations (guarantees and insurances) are being fulfilled. • Collates, analysis and presents purchasing statistics to senior management as requested. • Liaises with the various departments within INDIS to ensure accurate and timely payment of invoices. • Resolves claims against suppliers and escalates to senior management as and when appropriate. • Forecasts INDIS purchasing needs and advises on future procurement accordingly. • Attends briefings and meetings as necessary. • Prepares and presents reports and other documentation to senior management as requested. 	

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- Attends courses provided by the Centre for Development Research and Training (CDRT) or other institutions on matters related to this post.
- Any other tasks that may be required from time to time.

Consultation

- Consults with the Principal (Procurement) and/or teams within Finance & Procurement and other Units in resolving issues and problems.

Self-Improvement

- Keeps up to date with new trends, instruments, and methodologies in relation to Legislation and Regulations that could potentially impact INDIS goals, objectives and efficiency in this regard.
- Keeps up to date with the latest developments within INDIS.

Other

- Performs any other job-related duties as necessary or as assigned.

Supervision Received

- Direct supervision from Principal (Procurement), and/or designated person.

Qualifications

The required candidate should have a solid background in Procurement, Finance or another related background which may be considered relevant for this post.

The role calls for an academic qualification in a relevant field of study at National Qualification Framework Level 5 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognised professional qualification at a comparable level.

The applicant should also possess a minimum of three (3) years working in a relevant area.

If the candidate does not have the necessary academic or professional qualifications but have at least ten (10) years of relevant experience in a similar role, the Company would still be interested in speaking with him/her.

Disclaimer: This job description defines the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities, knowledge, etc. These are subject to change as needed by Management.