

**Document A**

**JOB DESCRIPTION**

<b>Position Title:</b>	<b>Manager (Procurement)</b>
<b>Reports to:</b>	Lead Coordinator
<b>Pay Grade:</b>	Manager – IRU Grade 5 (INDIS D7 2022-2026)
<b>Department:</b>	<b>Procurement &amp; Works Department</b>
<b>Job Summary</b>	
The main purpose of this role is to formulate and drive a consistent approach towards all sourcing, purchasing and tendering activity in accordance with the Public Procurement Regulations (PPR) within INDIS Malta Ltd.	
<b>Description of main tasks</b>	
<b>Plans and Objectives</b>	
<ul style="list-style-type: none"> <li>• Ensures that the sourcing process is carried out in the shortest possible time in order to meet INDIS Malta Ltd and tenants' needs.</li> <li>• Ensures maximum savings, whilst retaining high-quality standards for works, products and services procured by INDIS Malta Ltd.</li> </ul>	
<b>General Management</b>	
<ul style="list-style-type: none"> <li>• Establish, harmonise, and maintain appropriate formalised purchasing policies, compliance and procedures across the organisation.</li> </ul>	
<b>Duties</b>	
<ul style="list-style-type: none"> <li>• Lead the procurement teams in the day-to-day operations and provide guidance, support and advice as necessary so they work effectively together and as part of the whole INDIS team.</li> <li>• Provides research and gathers input for the procurement planning process in line with the company objective and related policies. Participates in the planning for efficient, effective and economical management of financial and human resources (e.g. team management) available.</li> <li>• Keeps abreast of developments and provides procurement decisions and clear advice and solutions in line with: National and EU level legislation, public procurement policy requirements, rules, guidelines, circulars and other procurement related material.</li> <li>• Operates proficiently the electronic Public Procurement System and other electronic</li> </ul>	

tools available for the implementation of procurement procedures thus ensuring a higher level of transparency in the procurement process.

- Acts autonomously in identifying needs for, and the management of standard procurement procedures, together with gathering relevant information from multiple sources in a structured manner (e.g. using templates).
- Conducts, analyses, interprets and reviews market research in line with the principles of transparency, non-discrimination and equal treatment, as well as ethical, privacy, confidentiality and integrity standards in market consultations and engagements with suppliers.
- Supports the implementation of all phases of the procurement lifecycle, understanding how each interacts with the others.
- Supports the implementation of sustainable procurement approaches for achieving the company's sustainability objectives (Green Public Procurement (GPP), Socially-Responsible Public Procurement (SRPP), genuine competition (equity more than equality) and SME participation.
- Gathers the information necessary to make data driven, risk based, procurement strategy decisions and recommendations. Communicate in an effective and concise manner with a range of stakeholders by tailoring the message accordingly.
- Vets/drafts and/or publishes procurement documentation in line with relevant EU and national regulations, policies, rules, conditions, guidelines and templates.
- Participates actively in the tender assessment, evaluation and post-award process including, but not limited to: the vetting/preparation of documentation for/by, amongst others, the General/Departmental Contracts Committee, Tender Evaluation Committees; and the drafting of contract agreements and addenda.
- Participates actively in the contract delivery and modifications functions in line with project time, cost, quality, scope, benefits and risks variables.
- Ensures that payments to suppliers are in accordance with the contract agreements.
- Builds and develops relationships with key suppliers and vendors.
- Resolves grievances / claims against suppliers and vendors and escalates to senior management, as and when appropriate.
- Undertake performance assessment of each subordinate (minimum twice a year) as part of INDIS Performance Management System process to ensure that they are on track in their performance and that goals are achieved.
- Attends briefings and meetings as necessary.
- Prepares and presents reports and other documentation to senior management as requested.
- Performs any other job-related duties as necessary or as assigned.

### **Consultation**

- Consults with the Lead Coordinator (Procurement), in resolving issues and problems which are of a sensitive nature and / or of a strategic importance.
- Coordinates and communicates with external stakeholders as appropriate.
- Coordinates and communicates with others to ensure best use of shared resources.

### **Self-Improvement**

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

### **Qualifications & Experience Required**

The required candidate should have a solid background in finance, procurement, tendering, contract management or another related background that 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 recognized professional qualification at a comparable level **AND** the applicant should also possess a minimum of five (5) years working in a relevant area.

**OR**

- National Qualification Framework Level 6 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognized professional qualification at a comparable level **AND** 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.

### **Other**

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

*Disclaimer: This job description describes 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..*