

JOB DESCRIPTION

Position: *Senior Officer - Procurement*

Reports to: *Unit Manager Procurement*

Department: *Finance and Administration*

Ref: *CAA/25/26*

1. BASIC FUNCTIONS

The Climate Action Authority is the first of its kind, and we know our excellence depends on our staff. The Senior Officer – Procurement role is responsible for the fulfilment of duties within the Climate Action Authority, as assigned to them, and in line with the aims and objectives of the Authority and in accordance with relevant legal instruments, including, *inter alia*, the Authority Act, subsidiary national legislation, and European Union and international legal instruments as may be applicable.

Specifically, the Senior Officer - Procurement plays a crucial role in the acquisition of goods and services for the Climate Action Authority. This position is responsible for ensuring that procurement processes adhere to government regulations, are conducted transparently, and achieve the best value for public funds.

2. POSITION OBJECTIVES

To ensure that assigned duties are performed and fulfilled in accordance with the aims and objectives of the Authority;

To contribute towards the objectives of the Authority through effective and efficient planning, managing, controlling and fulfilling of assigned duties.

3. DUTIES OF SENIOR OFFICER - PROCUREMENT

The Senior Officer - Procurement is responsible for the satisfactory performance of the duties in Annex A.

The Senior Officer - Procurement shall foster, promote and contribute to a culture of work ethic and service to the public and suppliers.

4. ORGANISATIONAL RELATIONSHIPS

4.1 Structural

Responsible to the Procurement Unit Manager

4.2 Authority

The Senior Officer - Procurement has the authority to take any reasonable action consistent with position objectives and responsibilities and subject to any direction given by the Line Superior or their representative.

4.3 Responsibility

The Senior Officer - Procurement is responsible for the satisfactory performance of all the above duties.

4.4 Accountability

The Senior Officer - Procurement is accountable for all the duties undertaken. The performance and effectiveness of the appointee will be gauged by considering the following:

- the provision of technical advice in line with public procurement regulations;
- the provision of services within the agreed time frames;
- the sensitivity to concepts of cost-effectiveness and added value;
- initiative and innovative spirit shown;
- quality of the service provided.

4.5 Cooperation and Teamwork

The Senior Officer - Procurement shall promote and contribute to a culture of cooperation, collaboration and teamwork within the Authority.

4.6 Supervision

The Senior Officer - Procurement will receive directives from the Procurement Unit Manager or their representative.

5. ELIGIBILITY REQUIREMENTS

5.1 Qualifications and Experience

- i. In possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or an appropriate, recognized, comparable qualification) in Public Administration, Business Administration, Supply Chain Management, or in relevant areas determined by the Management and preferably a minimum of two (2) years of relevant work experience.
- ii. Applicants holding foreign qualifications are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) within the Malta Further and Higher Education Authority (MFHEA), which is to be obtained by submitting an online application for the recognition of qualifications at <https://services.mfhea.mt/CertificationApplication.aspx>.

- iii. A postgraduate qualification at MQF level 7 or higher in the aforementioned areas (clause i) or an appropriate, recognised, relevant and comparable qualification will be considered an asset.
- iv. Strong understanding of government procurement regulations and practices will be considered an asset.

5.2 Other

The applicant must have:

- Ability to communicate in Maltese or/and English languages.
- Excellent negotiation and communication skills.
- Strong analytical and problem-solving abilities.
- Attention to detail and strong organizational skills.
- Proficiency in procurement software and Microsoft Office Suite.

The appointment of candidates who are not citizens of Malta may 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.

6. **OTHER PROVISIONS**

6.1 This appointment is subject to a probationary period of twelve (12) months.

6.2 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

6.3 Submission of documentation

With application:

- i. CV
- ii. Scans of Educational Qualification Certificates
- iii. MQRIC certification of equivalence in case of foreign qualifications

At interview:

- i. Originals of Educational Qualification Certificates
- ii. Original ID card or passport (for verification)
- iii. MQRIC certification of equivalence in case of foreign qualifications

Prior to signature of contract of employment

- i. Jobsplus / Identita (Identity Malta) permit to work, if applicable
- ii. Certificate of good conduct (original/s)

6.4 In terms of the requirements emanating from Directive 16, regarding the “Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration”, issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates’ previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed. Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16.

Annex A

Duties and Responsibilities

1. Sourcing and Supplier Management:

- Identify, evaluate, and select vendors in accordance with CAA and government procurement policies.
- Develop and maintain relationships with suppliers to ensure compliance with contractual obligations and quality standards.

2. Negotiation and Contract Management:

- Negotiate terms and conditions of contracts to secure advantageous agreements for the government.
- Draft, review, manage contracts and liaise with the internal legal department to ensure compliance with legal and regulatory requirements.

3. Purchasing and Inventory Control:

- Process purchase orders and maintain accurate records of all procurement activities.
- Monitor inventory levels and forecast future procurement needs to ensure operational continuity.

4. Compliance and Reporting:

- Ensure all procurement activities comply with applicable laws, regulations, and policies.
- Prepare and present reports on procurement activities, performance metrics, and compliance audits.
- To keep abreast of developments and ensure a high level of familiarisation with pertinent legislation, policies and decision-making processes at national and EU level, on matters relating to their area of work.

5. Collaboration:

- Work closely with internal departments to assess their procurement needs and provide guidance on procurement processes.
- Coordinate with legal and finance departments to ensure alignment with organisational policies and budgetary constraints.
- Work closely with other governmental entities when compiling documentation for CFT's and CfQ's to ensure that all documentations are accurate and complete.

6. Risk Management:

- Identify and mitigate risks associated with procurement, such as supplier reliability or geopolitical issues.

- Maintain a list of alternative suppliers to ensure continuity of supply during disruptions.

7. Training:

- Willingness to learn and keep updated with public procurement regulations
- Willing to attend training and seminars on public procurement.

The Senior Officer may also be required to carry out any other duty as may reasonably be directed by the Line Superior and or his/her representative.