

## POSITION DESCRIPTION FOR ASSISTANT DIRECTOR (PROCUREMENT)

Position Title:	Assistant Director (Procurement)	Grade:	5
Ministry:	Ministry for Education and Employment (MEDE)		
Directorate:	Operations		
Responsible to:	Director Finance & Administration	Grade:	4

The main responsibility of the Assistant Director (Procurement) shall be to manage all procurement processes in line with Public Procurement and Financial Regulations. The Assistant Director (Procurement) shall also be responsible for the Strategic Sourcing and Technical Assessment Units.

**The position of the Assistant Director (Procurement) shall carry the following responsibilities, amongst others:**

- Managing and co-ordinates the entire procurement process (preparation & issuing of tenders, tender adjudication, award of tenders, procurement, delivery, storage and supply) for supplies, services and works; in accordance with Government and sector specific regulations and within budget.
- Managing the delivery, storage and supply of such stock;
- Liaising with senior officials within the Contracting Authority to identify the requirements and commence the tendering process accordingly;
- Handling the tendering process transparently and efficiently;
- Developing procurement policies and procedures to facilitate a more transparent and efficient method of purchasing;
- Reviewing and implementing policies and procedures in relation to procurement;
- Providing advice to staff on the respective policies and processes;
- Planning and organising the activities of the support team and manages the performance and development of staff;
- Dealing effectively with Economic Operators for the timely procurement and deliveries of supplies, services and works;
- Contributing commitment and effort, together with other Management staff, in obtaining and maintaining international recognized certification on standards.
- Providing advice on operational matters and areas of procedural weakness to the Director or his representative.

- Acting as a catalyst to introduce various changes related to the new Public Procurement Regulations;
- Liaising and negotiating with staff internally (often at the most senior levels), and with people in external stakeholders;
- Managing professional, technical and administrative staff;
- Managing the recruitment, selection, appraisal and development of staff;
- Overseeing the day-to-day management of the Contracting Authority, a specific unit or a service area;
- Implementing new policies and directives;
- Gathering and analysing data and using it to plan and manage both projects and systems;
- Working towards ensuring quality and value for money for the Contracting Authority;
- Extrapolating data for quality assurance and monitoring purposes;
- In liaison with Management setting budgets and maintains finances within budget;
- Planning and implementing strategic changes to improve service delivery;
- Attending meetings, writing reports and delivering presentations to a variety of audiences;
- Maintaining good Governance and audits / statistical records;
- Sitting on committees and representing the views of the Contracting Authority;
- Handling communications and corporate affairs;
- Managing procurement process for contractual services and service level agreements;
- Using data to manage information and financial data, and to analyse and measure performance;
- Supporting Information and Communication Technology [ICT] systems and planning new provision and development, sometimes for major projects;
- Managing the efficient and effective implementation of the tasks assigned by any of the Employer in accordance with applicable national and EU Procurement Regulations;
- Liaising with line Ministries and horizontal stakeholders, particularly, the Planning and Priorities Co-ordination Division, the Certifying Authority, the Auditing Authority, the Treasury as well as other relevant stakeholders such as other Contracting Authorities across Government with a view to developing a clear understanding and application of procurement procedures and processes;
- Coordinating relevant matters with the various units/sections within the Department including those outside the Department;
- Coordinating issues dealing with the EU Public Procurement Directives;

- Providing leadership and guidance to Procurement Managers and other members of staff as part of the Department's Senior Management Team;
- Ascertaining that cash flow requirements is in line with budget vote and supply data to MFIN and other Central Authorities;
- Maintaining accounts payables in line with the Late Payment Directive
- Ensuring that supplier is giving the government entity value for money in addition to the supply of product or service.
- Being responsible for "post contract" management to ensure that supplier is honoring the terms of the contract and is giving value for money. Must ensure that "pre-contract" milestones are met and are within the Procurement and Financial regulations ;
- Performing out other duties as may be determined from time to time by the Director Finance & Administration and/or Director General (operations and/or Permanent Secretary (MEDE) or their representative;
- Performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.