MINISTRY FOR EDUCATION AND EMPLOYMENT

POST OF MANAGER II (PROCUREMENT) IN THE MINISTRY FOR EDUCATION AND EMPLOYMENT

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education and Employment (MEDE) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEDE adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education and Employment invites applications for the post of Manager II (Procurement) in the Ministry for Education and Employment.

Terms and Conditions

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

2.2 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for Public Service to be eligible for confirmation of appointment.

2.3 The salary for the post of Manager II (Procurement) is Salary Scale 7, which in year 2020 is €24,894.00 per annum, rising by annual increments of €531.17 up to a maximum of €28,081.00.

2.4 A Manager II (Procurement) will progress to Salary Scale 6 (€26,543.00 x €596.33- €30,121.00 in year 2020) on completion of three (3) years service in the grade, subject to satisfactory performance.

2.5 Selected candidates will also be entitled to the payment of an annual performance bonus of up to a maximum of 15% of his/her basic salary, subject to satisfactory performance and subject to Central Administration’s policies in force from time to time.

2.6 On being appointed, a successful candidate would be requested to renounce to other applications currently in process within the Public Service which is/are pending at the time of this appointment, without prejudice to SAAC calls (including Assistant Directors).

2.7 Lateral applications by public officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

   a. Successful candidates are to serve in this post for a minimum of two (2) years, without prejudice to applications for SAAC calls (including Assistant Directors).

2.8 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at own request to carry out duties elsewhere in the area of Procurement, subject to availability of vacancies and the exigencies of management.

2.9 The result will be valid for a period of two (2) years from the date of publication.

Duties

3. The duties of Manager II (Procurement) include:

   i. Managing the Section / Unit within which the employee is performing duties;

   ii. Establish international and local supplier databases;
iii. Negotiating best quality at the lowest prices / value for money;

iv. Administer on-line purchasing systems;

v. Provide assistance to the Contracting Authorities throughout the public procurement cycle, including the preparation of Procurement documents and act as a Chairperson within the evaluation process;

vi. Effect detailed vetting of Procurement documents for Supplies, Services or Works tenders;

vii. Provide assistance to the Contracting Authorities in the preparation of all the necessary processes for the publication of the calls for tenders;

viii. Assist the Department and Contracting Authorities to answer any clarifications that may arise during the tendering period and evaluation;

ix. Review/Assist in the selection of members of staff to sit on the Evaluation Committees;

x. Attend during Tender Opening Sessions and other pertinent assignments in order to ensure that all the stipulated regulations are adhered to;

xi. Spearhead and prepare the review of evaluation reports prepared by the Evaluation Committees for DCC meetings;

xii. Prepare or assist in the drafting and signing of contracts and other related documents for Supplies, Services or Works tenders;

xiii. Prepare monthly status reports to enable the monitoring and enforcement of public Procurement procedures;

xiv. Operate IT Systems, including the e-Procurement portal (ePPS), used for the management of calls for tenders and reporting of public Procurement;

xv. Represent the Contracting Authority in meetings locally and abroad;

xvi. Prepare reports concerning cases involving the Contracting Authorities and represent the Department in front of Boards, Tribunals and Courts of Law;

xvii. Manage the acquisition process and ascertain supplies needed in relevant circumstances;

xviii. Responsible to study consumption records and inventory levels to manage the process efficiently and effectively together with forecasting patterns;

xix. Placing orders, checking and expediting deliveries;

xx. Managing and training of staff;

xli. Appraising products and services through market research by analysing market conditions and seeking new markets;

xlii. Formulation, implementation and monitoring of the policies, protocols and operating procedures and manuals;

xliii. Monitoring of purchasing and Procurement functions in line with Public Procurement Operations and Financial Regulations;

xiv. Liaison with the Stores and Distribution Management to review stocks for handling alternative ordering and reordering purposes to avoid overstocking and expiries;

xv. Monitoring that items received are as per specifications set out in relevant purchase orders so as to limit over/under ordering;

xvi. Ensuring that goods and supplies are received just-in-time through efficient routing strategies to mitigate
stock out and low stocks;

xxvii. Ensuring that the necessary research has been carried out with regard to supplier and products so as to be in a position to select the best Procurement strategy;

xxviii. Preventing, investigating and reporting inefficiencies or possible misconduct in the acquisition system and identifying any corrective action required;

xxix. Ensuring the timely processing of all purchase orders, schedule delivery dates and transportation methods;

xxx. Maintain low stock items and stock outs to a minimal level across all entities together with drawing up routine reports based on the value of expenditure and reasons for shortages;

xxoi. In liaison with the Accounts Manager conducts cash flow requirements in line with budget vote and supply data to MFIN;

xxi. Maintains accounts payables in line with the Late Payment Directive;

xxii. Ensures that supplier is giving the government entity value for money in addition to the supply of product or service;

xxiii. Responsible for "post contract" management to ensure that supplier is honouring the terms of the contract and is giving value for money;

xxiv. Must ensure that "pre-contract" milestones are met and within the Procurement regulations;

xxv. Carry out any other duties according to instructions of the Permanent Secretary or his/her representative;

xxvi. Any other duties as directed by the Principal Permanent Secretary according to the exigencies of the Public Service

Eligibility requirements

4.1 By the closing time and date of this call for applications, applicants must be:

i. a. citizens of Malta; or

   b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

   c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

   d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

   e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the “Status of Long-Term Residents (Third Country Nationals) Regulations, 2006” or who have been granted a residence permit under regulation 18 (3) thereof, together with family members of such third country nationals who have been granted a residence permit under the “Family Reunification Regulations, 2007”.

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would 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.

ii. must be proficient in the Maltese and English language;
iii. in possession of a recognized Masters qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent with regard to programmes commencing as from October 2008) in Procurement or Business or Finance or a comparable professional qualification.

Public Officers applying for the post must be confirmed in their current appointment.

4.2 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 qualifications as indicated in paragraph 4.1 (iii) will still be considered, provided that they submit evidence that they have obtained the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a higher recognized MQF level program of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

4.3 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce an updated Service and Leave Record Form (GP 47) issued not earlier than one (1) month from date of application; those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

4.4 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.5 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

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Edurecruitment Portal on https://edurecruitment.gov.mt.

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection procedure

6.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 - 4.4, have proven relevant work experience.

Submission of applications

7.1 Applications are to be submitted, for the attention of the Ministry for Education and Employment, through the Edurecruitment Portal only at the following address: http://edurecruitment.gov.mt. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47) / Certificate of Conduct as applicable which have been issued not earlier than one (1) month from the date of application, in pdf format, which are to be uploaded through the Portal. The closing date of the receipt of applications is noon (Central European Time) of Tuesday, 24th March 2020. A computer-generated e-mail will be sent as an acknowledgement of the application. Should you require assistance with the
application kindly contact Edu Servizz.gov.on telephone number 153. Further details concerning the submission of applications are contained the general provisions referred to below.

7.2 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the later, to submit any incorrect or incomplete documents.

7.3 Applicants are strongly advised not to wait until the last day to submit their applications since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. MEDE cannot be held responsible for any delay due to such difficulties.

Other general provisions

8. Other general provisions concerning this call for applications, with particular reference to:

- applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- medical examination;
- 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 People & Standards Division at the address https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx These general provisions are to be regarded as an integral part of this call for applications.