

MEDE 618/2016

HR MEDE Circular No. 01/2017

Ministry for Education and Employment
Education Building
Great Siege Road
Floriana VLT 2000

Date: 6th January 2017

To: Permanent Secretaries
Directors-General
Directors
Heads of Public Sector Organisations

**POSITION OF A PROCUREMENT MANAGER (OPERATIONS) IN THE MINISTRY
FOR EDUCATION AND EMPLOYMENT**

(as per HR's Ministry Plan for the year 2016)

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.

Nomenclatures importing the male gender include also the female gender.

1.0 Introduction

1.1 The Permanent Secretary, Ministry for Education and Employment (MEDE) invites applications from **Public Officers in the Malta Public Service, and Public Sector employees**, for the position of a Procurement Manager (Operations) in the Ministry for Education and Employment. Public Officers in the Malta Public Service who are on secondment/on loan/detailed with/deployed with/on attachment to Public Sector Organisations may also apply.

2.0 Duration of assignment and Conditions

2.1 A selected candidate will enter into a 36 month assignment as a Procurement Manager (Operations) in the Ministry for Education and Employment, which may be renewed for further periods. Unsatisfactory performance as a Procurement Manager (Operations) during the assignment period will lead to termination of the assignment.

2.2 The position of a Procurement Manager (Operations) is subject to a probationary period of twelve (12) months.

3.0 Salary pegged to the position

3.1 The salary attached to the position of a Procurement Manager (Operations) is equivalent Salary Scale 7 (which in the year 2017 is €22,134.98 per annum rising by annual increments of €531.17 up to a maximum of €25,322.00).

4.0 Duties

4.1 The duties of a Procurement Manager (Operations) shall include the following:

- managing the Section / Unit within which the employee is performing duties;
- establishing international and local supplier databases;
- negotiating best quality at the lowest prices / value for money;
- administering on-line purchasing systems;
- providing 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;
- effecting detailed vetting of procurement documents for Supplies, Services or Works tenders;
- providing assistance to the Contracting Authorities in the preparation of all the necessary processes for the publication of the calls for tenders;
- assisting the Department and Contracting Authorities to answer any clarifications that may arise during the tendering period and evaluation;
- reviewing/assisting in the selection of members of staff to sit on the Evaluation Committees;
- attending during Tender Opening Sessions and other pertinent assignments in order to ensure that all the stipulated regulations are adhered to;
- spearheading and preparing the review of evaluation reports prepared by the Evaluation Committees for DCC meetings;
- preparing or assisting in the drafting and signing of contracts and other related documents for Supplies, Services or Works tenders;
- preparing monthly status reports to enable the monitoring and enforcement of public procurement procedures;
- operating IT Systems, including the e-procurement portal (ePPS), used for the management of calls for tenders and reporting of public procurement;
- representing the Contracting Authority in meetings locally and abroad;
- preparing reports concerning cases involving the Contracting Authorities and represent the Department in front of Boards, Tribunals and Courts of Law;

- managing the acquisition process and ascertain supplies needed in relevant circumstances;
- being responsible to study consumption records and inventory levels to manage the process efficiently and effectively together with forecasting patterns;
- placing orders, checking and expediting deliveries;
- managing and training of staff
- appraising products and services through market research by analysing market conditions and seeking new markets;
- formulating, implementing and monitoring of the policies, protocols and operating procedures and manuals;
- monitoring of purchasing and procurement functions in line with Public Procurement and Financial Regulations;
- liaising with the Stores and Distribution Management to review stocks for handling alternative ordering and reordering purposes to avoid overstocking and expiries;
- ensuring that items received are as per specifications set out in relevant purchase orders so as to limit over/under ordering;
- ensuring that goods and supplies are received Just-in-time through efficient routing strategies to mitigate out of stock and low stocks;
- 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;
- preventing, investigating and reporting inefficiencies or possible misconduct in the acquisition system and identifying any corrective action required;
- ensuring the timely processing of all purchase orders, schedule delivery dates and transportation methods;
- maintaining 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;
- in liaison with the Finance Manager conducting cash flow requirements in line with budget vote and supply data to MFIN.
- Maintaining account 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 honouring the terms of the contract and is giving value for money;
- ensuring that "pre-contract" milestones are met and within the procurement regulations;
- carrying out any other duties as directed by the Director Finance & Administration and the Director General, Operations or his/her representative and in accordance to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.

5.0 Eligibility requirements

5.1 By the closing time and date of this call for applications, applicants must be **Public Officers or Public Sector employees** who are:

- (i) able to communicate in both the English and Maltese Languages;
- (ii) in possession of a recognised Master's 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, Finance Accounts, Management, Administration, Public Administration, Public Policy or an other relevant area, or a comparable professional qualification, plus one (1) year relevant work experience; **OR**
- (iii) in possession of a recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Procurement, Finance, Accounts, Management, Administration, Public Administration, Public Policy or an other relevant area, or a comparable professional qualification, plus three (3) years relevant work experience; **OR**
- (iv) Public Officers in a Scale not below Scale 10, whose appointment in such scale has been confirmed, and who are in possession of a recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Procurement, Finance, Accounts, Management, Administration, Public Administration, Public Policy or another relevant area, or a comparable professional qualification; **OR**;
- (v) Public Sector employees at a level of responsibility comparable to not below Scale 10 in the Public Service whose appointment in such level has been confirmed, and who are in possession of a recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Procurement, Finance, Accounts, Management, Administration, Public Administration, Public Policy or another relevant area, or a comparable professional qualification; **OR**
- (vi) An incumbent in this particular position on a personal basis.

- 5.2 To determine the comparable level of responsibility of Public Sector employees to the level of responsibility required of public officers applying for this position, the Selection Board should invariably and formally consult the Director/HR Manager responsible for the respective Public Sector entity.
- 5.3 The current arrangement, whereby Public Sector employees performing duties in the Public Service remain on the books of the respective entity, shall continue to apply in the case of Public Sector employees who are selected for the position, subject to the consent of the entity. RSSL employees will remain on the books of the company.

In the eventuality that RSSL employees attain indefinite status in the Public Service in terms of S.L. 452.81, their employment with RSSL will *ipso facto* be terminated.

Unless RSSL employees attain indefinite status with the Public Service after the lapse of the four year period in the position in terms of S.L. 452.81, appointees will be entitled to revert to their previous position with RSSL with their previous remuneration package at RSSL.

- 5.4 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master's qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits with regard to programmes commencing from October 2008.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question by the closing time and date of the call for applications.

- 5.5 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.
- 5.6 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 in paragraph 9.1 below).

6.0 Submission of Supporting Documentation

- 6.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be uploaded on the edurecruitment portal <https://edurecruitment.gov.mt>, when you apply. Diploma/Degree/Post-Graduate certificates or comparable qualifications must be accompanied by a transcript (Diploma/Certificate supplement) in English, showing the Degree obtained and the final classification.
- 6.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

7.0 Selection Procedure

- 7.1 Eligible applicants will be assessed by a selection board to determine their suitability for the position. The maximum mark for this selection process is **200** and the minimum mark is **100**. The Assessment Criteria can be accessed on: <http://education.gov.mt/en/Pages/vacancies.aspx>
- 7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraph 5.1 to 5.4, have proven relevant work experience.
- 7.3 A notification of results published can be accessed on: <https://education.gov.mt/vacancies/Pages/Published%20Results.aspx>.

8.0 Submission of Applications

- 8.1 A public call for the same position of Procurement Manager (Operations) within the Ministry for Education and Employment (MEDE) is also being issued today in concurrence with this internal sector-wide call for applications. Applicants who are successful under the internal sector-wide call will be given precedence over those who are successful under the public call. Appointment is moreover subject to the availability of a vacancy within the validity period of the result.
- 8.2 Applications, together with an updated Service and Leave Record Form (GP 47) in the case of Public Officers, and a summary of qualifications and experience in the European Curriculum Vitae Format are to be submitted through the Online Education Recruitment Portal **ONLY** at the following address: <https://edurecruitment.gov.mt> by not later than **(Central European Time) noon of Friday, 20th January 2017**. An automatic receipt will be sent to your e-mail informing you that your application was submitted successfully.
- 8.3 In the case of Public Sector employees performing duties in the Public Service and RSSL employees, these are to present their paid and unpaid Leave and Sick Leave records for the last four years, including any records of any disciplinary actions that may have been taken. In the case of Public Sector employees performing duties in the Public Service, they are also to produce confirmation from the DCS of the Ministry where they are performing duties, that they are officially performing duties in such Ministry.
- 8.4 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.
- 8.5 MEDE employees only, excluding entities, are to apply for GP 47 by sending an e-mail to records.mede@gov.mt, indicating clearly the applicant's full name & surname, Identity Card number, Grade, telephone number, & residential address together with the reference of the said call applied for. A copy of the GP 47 will be sent to the applicant by e-mail while the original will be sent to the selection board.

8.6 Further details concerning the submission of applications are contained in the general provisions referred to below.

9.0 Other General Provisions

9.1 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;
- the submission of recognition statements in respect of qualifications;
- the publication of the result;
- the process for the submission of petitions concerning the result;
- access to application forms and related details (not applicable in view of paragraph 8.2 above);
- retention of documents,

may be viewed by accessing the website of the People and Standards Division (PSD) at the address:

<https://opm.gov.mt/en/PSD/RESOURCING/Pages/Forms%20and%20Templates/Forms-and-Templates.aspx> . These general provisions are to be regarded as an integral part of this call for applications.

Joseph Caruana
Permanent Secretary
Ministry for Education and Employment