

MEDE 32/2017

HR MEDE Circular No.2/2017

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

Date: 27th January 2017

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

**POSITION OF PROCUREMENT SUPPORT OFFICER WITHIN THE MINISTRY
FOR EDUCATION AND EMPLOYMENT**

(as per HR's Ministry Plan for the year 2017)

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, RSSL employees and Public Sector employees in the Wider Public Sector for the position of Procurement Support Officer 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 thirty-six (36) month assignment as a Procurement Support Officer in the Ministry for Education and Employment, which may be renewed for further periods

2.2 The position of Procurement Support Officer 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 Procurement Support Officer is equivalent to Salary Scale 11 (which in the year 2017 is €17,113.98 per annum rising by annual increments of €375.17 up to a maximum of €19,365.00)

4.0 Duties

4.1 The duties of Procurement Support Officer include:

- a) the keeping of IT databases updated with correct information of tenders published and throughout the whole procurement cycle;
- b) assisting the Departmental Contracts Committee by taking minutes and preparing memos;
- c) using the e-procurement system (ePPS) in an efficient and effective manner to expedite matters and achieve results;
- d) informing Contracting Authorities that the offers have been unlocked and which documentation is to be produced when submitting the Evaluation Report;
- e) monitoring the timely submission of the Evaluation Reports and sending the necessary reminders;
- f) monitoring and recording awards or rejections to Economic Operators who submitted a bid;
- g) forwarding copies of the Contract Agreement to competent Authorities;
- h) assisting in the preparation of procurement documents for the purchase of requirements;
- i) assisting in the monitoring and enforcement of the public procurement procedures and ensure that all procurement documents are in line with applicable procedural, technical and legal requirements;
- j) circulating and keeping proper records of Contracts Circulars and Procurement Policy Notes, Standard Operating Procedures and any other Procurement related material;
- k) any other duties as assigned by the Director or his/her representative;
- l) any other duties according 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, RSSL employees or Public Sector employees in the Wider Public Sector who are:

- a) in possession of a recognized qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Finance, Accounts, or Management;

OR

b) in a Salary Scale not below Scale 16 in the Public Service, or in a comparable level of responsibility within RSSL or another Public Sector entity, and with three (3) years of relevant work experience.

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. .

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- 5.4 above, not only by 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 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 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 **100** and the

minimum mark is **50**. 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 Applications, together with an updated Service and Leave Record Form (GP 47) and a detailed Curriculum Vitae 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 Monday, 13th February 2017**. In the case of Public Sector 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. An automatic receipt will be sent to your e-mail informing you that your application was submitted successfully.

8.2 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.

8.3 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.

8.4 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;
- submission of recognition statements in respect of qualifications;
- 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 8.1 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