



## POST OF MANAGER (PROCUREMENT) AT THE ASSET RECOVERY BUREAU

Nomenclatures denoting the male gender include also the female gender.

### Jobsplus Permit Number **325/2024**

1. The Director of the Asset Recovery Bureau invites applications for the post of **Manager (Procurement)** in the Asset Recovery Bureau.

#### **2. Terms and Conditions**

2.1 The selected candidate will be engaged on an indefinite basis as Manager (Procurement) in the Asset Recovery Bureau.

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

2.3 The salary for the post of Manager (Procurement) within the Asset Recovery Bureau is equivalent to Grade 2 that is, €28,337 (Twenty-Eight thousand, Three hundred and Thirty-Seven Euros) per annum, up to a maximum of €33,116 (Thirty-Three thousand, One hundred and Sixteen Euros) rising by an annual increment of €531 (Five hundred and Thirty-One Euros)

2.4 The appointee will be entitled to a Communication Allowance, and Performance Allowance up to 15% of the Basic Salary.

2.5 The appointee must ensure that s/he operates within the framework of the Code of Ethics under Chapter 595 of the Public Administration Act, and will not carry any form of work outside of this employment which may be against the interest of the Assets Recovery Bureau and/or which may lead to a conflict of interest or interfere with the performance of his/her official duties with the Asset Recovery Bureau. Private work invariably necessitates the permission of the Director.

#### **3. Duties and Responsibilities**

3.1 The Manager (Procurement) will be reporting to the Director of the Asset Recover Bureau or to any other person the Director may delegate for the purpose of assigning duties and responsibilities as applicable to the position from time to time.

The selected candidate, while being expected to maintain strict integrity and confidentiality of all aspects of work of the Asset Recovery Bureau, will be expected to provide efficient and

professional services and to fully participate in the various duties that are undertaken by the Bureau, including but not limited to:

- Managing the Section/Unit efficiently and effectively;
- Establishing and maintaining local and international and supplier databases;
- Negotiating for 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 if necessary 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 tenders and all the necessary processes for the publication of the calls for tenders;
- Assisting to answer any clarifications that may arise during the tendering period and evaluation;
- Assisting in the selection and reviewing the proposed appointment of evaluation committees;
- Attending 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 and/or assisting in the drafting and signing of contracts and other related documents for supplies, services or works tenders;
- Preparing regular reports to enable the monitoring and enforcement of public procurement procedures;
- Operating IT Systems; including the e-procurement portal (e-PPS), used for the management of calls for tenders and reporting of public procurement;
- Representing the Contracting Authority in meetings locally and if necessary abroad;
- Formulating, implementing and monitoring policies, protocols and operating procedures and manuals;
- Monitoring purchasing and procurement functions in line with Public Procurement and Financial Regulations;
- Monitoring that items received are as per specifications set out in relevant purchase orders so as to limit over/under ordering;
- 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;
- In liaison with the Finance Manager conducting cash flow requirements in line with budget vote and supplying data to MFIN;
- 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;
- Ensuring that 'pre-contract' milestones are met within the procurement regulations;
- Carrying out any other duties as directed by the Director ARB or Delegated person

#### **4. Eligibility, Qualifications and Experience Required**

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

a) Citizens of Malta;

or

b) Citizens of 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 law or the abovementioned EU legislations 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 residents 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".

or

f) in possession of a residence document issued in terms of the "Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations".

The advice of the Citizenship and Expatriates Department 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 license in so far as this is required by Immigration Act and subsidiary legislation. The Employment and training Corporation should be consulted as necessary on this issue.

4.2 By the closing time and date of this call for applications, applicants must be able communicate verbally and non-verbally in Maltese and English language,

4.3 In possession of:

(a) A first - degree qualification equivalent at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits) in Management or Public Administration or Public Management or Public Policy or Finance or Business or Business Administration or Business Enterprise or Project Management or supply chain management or a related qualification or any other related subject and at least one (1) year relevant work experience;

OR

(b) A Diploma equivalent at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits) in Management or Public Administration or Public Management or Public Policy or Finance or Business or Business Administration or Business Enterprise or Project Management or supply chain management or a related qualification or any other related qualification or any other related subject and at least four (2) years relevant work experience;

OR

(c) A Certificate or Diploma equivalent at MQF Level 4 in in Management or Public Administration or Public Management or Public Policy or Finance or Business or Business Administration or Business Enterprise or Project Management or supply chain management or a related qualification or any other related qualification or any other related subject and at least Four (4) years relevant work experience;

4.4 The appointee must produce a recent Certificate of Conduct issued by the Criminal Records Office not earlier than one (1) month from the date of application;

4.5 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%.

The Asset Recovery Bureau reserves the right to annul the result of the Selection Process of any successful candidate who at any time is found to have an unacceptable criminal record or has been dismissed from any Public Entity.

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 qualification in question by the closing time and date of the call for applications.

#### **5. Skills/Abilities:**

- A flexible and adaptable work approach with good organizational and time management skills;
- Good written, verbal, analytical listening and communicating skills;
- Excellent analytical, logical thinking, and problem-solving skills.
- Excellent verbal and written communication skills.
- Strong knowledge of Microsoft Excel is important for data analysis, creating reports, managing inventory and tracking purchasing metrics.
- Methodical understanding of Information Technology procedures and practices.
- Purchase Order Systems: Experience in working with electronic purchase order systems or e-procurement platforms is valuable. This includes creating and managing purchase orders, tracking order status and generating reports.
- Ability to work effectively independently as well as a team member;
- A high-level of self-motivation and ability to set and meet goals;
- Ability to work well under pressure.

#### **6. Submission of applications**

6.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, scanned copies of which should be attached to the application. Original certificates to be presented upon interviews.

Applications, together with a detailed curriculum vitae showing qualifications and experience, will be received by email on [recruitment.arb@assetrecovery.mt](mailto:recruitment.arb@assetrecovery.mt) by not later than **Sunday 1<sup>st</sup> December 2024** and addressed to the Director, Asset Recovery Bureau.

Late applications may not be considered.