



POST OF MANAGER (PROCUREMENT) AT THE ASSET RECOVERY BUREAU

Nomenclatures denoting the male gender include also the female gender.

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, €29,157 (Twenty-Nine thousand, One hundred and Fifty-Seven Euros) per annum, up to a maximum of €33,936 (Thirty-Three thousand, Nine hundred and Thirty - Six 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:

- Provides research and gathers input for the procurement planning process in line with the organizational objective and related policies. Participates in the planning for

efficient, effective and economical management of financial and human resources (e.g. team management) available.

- Keeps abreast of developments and provides procurement decisions and clear advice and solutions in line with: National and EU level legislation, public procurement policy requirements, rules, guidelines, circulars and other procurement related material.
- Contributes to the creation of the organisation's public procurement policy and procurement practices in line with: EU Directives and National legislation and public procurement policy requirements;
- Operates proficiently the electronic Public Procurement System and other electronic tools available for the implementation of procurement procedures thus ensuring a higher level of transparency in the procurement process.
- Acts autonomously in identifying needs for, and the management of standard procurement procedures, together with gathering relevant information from multiple sources in a structured manner (e.g. using templates).
- Conducts, analyses, interprets and reviews market research in line with the principles of transparency, nondiscrimination and equal treatment, as well as ethical, privacy, confidentiality and integrity standards in market consultations and engagements with suppliers.
- Supports the implementation of all phases of the procurement lifecycle, understanding how each interacts with the others.
- Supports the implementation of sustainable procurement approaches for achieving the organisation's sustainability objectives (Green Public Procurement (GPP), Socially-Responsible Public Procurement (SRPP), genuine competition (equity more than equality) and SME participation.
- Gathers the information necessary to make data driven, risk based, procurement strategy decisions and recommendations. Communicate in an effective and concise manner with a range of stakeholders by tailoring the message accordingly.
- Vets/drafts and/or publishes procurement documentation in line with relevant EU and national regulations, policies, rules, conditions, guidelines and templates.
- Participates actively in the tender assessment, evaluation and post-award process including, but not limited to: the vetting/preparation of documentation for/or by, amongst others, the General/Departmental Contracts Committee, Tender Evaluation Committees; and the drafting of contract agreements and addenda.
- Participates actively in the contract delivery and modifications functions in line with project time, cost, quality, scope, benefits and risks variables.

- Undertakes any other tasks, which the superior may delegate to him/her, as may be required.
- Participate in training and meetings set both locally and abroad;
- Attending training sessions both locally and abroad as well as assisting in the training of the Asset Recovery Bureau staff, when necessary;
- Performing other duties as may be assigned from time to time by the Director ARB;

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 (subject to a minimum of 120 ECTS/ECVET credits) 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%.

4.6 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.

4.7 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

4.8 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 by not later than **Tuesday 16th September 2025** and addressed to the Director, Asset Recovery Bureau.

Late applications may not be considered.