



ASSET RECOVERY BUREAU M A L T A

PROCUREMENT

About the Function

The Procurement function supports the effective acquisition of supplies, services and works required by the Asset Recovery Bureau. It is responsible for coordinating procurement processes, preparing and reviewing tender documentation, maintaining supplier information, supporting evaluation and contracting procedures, and monitoring compliance with public procurement and financial regulations. The function also helps ensure that procurement activities are conducted efficiently, transparently and with due consideration for quality and value for money.

Manager (Procurement)

Role Overview

- Oversee the Bureau's procurement and purchasing activities, ensuring compliance with applicable public procurement and financial regulations.
- Maintain supplier information and conduct market research to identify suitable procurement strategies that support quality and value for money.
- Prepare and review procurement documents, tender specifications, contracts and related documentation.
- Coordinate tender publication, clarification, opening and evaluation processes, including support to evaluation committees.
- Review evaluation reports and support the preparation, award and signing of procurement contracts.
- Monitor pre-contract requirements and post-contract performance to ensure that contractual obligations are fulfilled.
- Prepare procurement reports, statistics, policies, procedures and operational manuals.
- Liaise with the Finance function on budgetary and payment-related matters and represent the Bureau at relevant meetings and training activities locally and abroad.

Eligibility Requirements

Applicants must satisfy one of the following requirements*:

- A First Degree qualification at MQF Level 6; OR
- A Diploma qualification at MQF Level 5; OR
- A Certificate or Diploma qualification at MQF Level 4

** The eligibility requirements outlined below are provided for guidance purposes only. Specific qualifications, experience and other requirements may vary between vacancies. Applicants should always refer to the relevant vacancy notice and job description, which shall prevail in the event of any discrepancy.*