

Anness A



MINISTERU GHALL-FINANZI
MAISON DEMANDOLS, 30,
TRIQ NOFS IN-NHAR, IL-BELT VALLETTA

Ministeru	Ministeru għall-Finanzi
L-impjieg	Assistant Manager (Procurement)

Dmirijiet u responsabbiltajiet

- i. Jifhem, u josserva l-implementazzjoni ta' stadji differenti taċ-ċiklu tax-xiri pubbliku, b'għarfien tal-interazzjonijiet relatati bejn il-fażijiet, u r-riskji nvoluti;
- ii. Jitgħallem u jzomm aġġornat mal-iżviluppi nazzjonali tal-leġislazzjoni tax-xiri pubbliku u politiki sabiex jappoġġja id-deċiżjonijiet tal-organizzazzjoni dwar xiri pubbliku;
- iii. Jopera is-sit elektroniku tax-xiri pubbliku u diversi għodda elettronici disponnibbli sabiex jappoġġja l-proċeduri tax-xiri pubbliku;
- iv. Jifhem, jinteragixxi, jibni u jzomm relazzjoni effettiva ma partijiet interessati interni u esterni sabiex jiġi mifhum u miluqa l-obligazzjonijiet u l-bżonnijiet tal-organizzazzjoni;
- v. Jifhem u japplika il-principji ta' trasparenza, mhux diskriminatorji u trattament ugwali, kif ukoll etiku, privatezza, kunfidenzjalita u l-istandards tal-integrità relatati fis-suq ta' konsultazzjoni u impenji mal-fornituri;
- vi. Jwettaq kompiti bażiċi ta' ipplanar ta' xiri pubbliku, bħal għbir u konsolidament ta' kontribuzzjonijiet minn diversi dipartimenti;
- vii. Jifhem l-iskop u l-benefiċċji ta' xiri pubbliku sostenibbli sabiex jintlahqu l-għanijiet ta' sostenibbiltà tal-organizzazzjoni (*Green Public Procurement (GPP)*, *Socially-Responsible Public Procurement (SRPP)*, kompetizzjoni ġenwina (ekwità aktar minn ugwaljanza) u partecipazzjoni tal-SME);
- viii. Jipprovdi pariri sabiex jappoġġja l-istrategija tax-xiri pubbliku fil-proċess ta' teħid ta' deċiżjonijiet; e.z. jiġbor fil-qosor u jirrapporta informazzjoni miġbura dwar l-għażliet ta' akkwist. Jikkomunika b'mod effettiv u konċiż ma firxa ta' fornituri billi jadatta l-messaġġ kif xieraq;
- ix. Jappoġġja l-ivvettjar/jipprepara dokumenti tax-xiri pubbliku bħal struzzjonijiet lil min jagħmel l-offerta, l-annessi li jridu jigu kkompletati/mtellgħin fis-sistema elettronika, ibazzati fuq linji gwida u mudelli;
- x. Jappoġġja l-evalwazzjoni u l-proċess ta' wara l-għoti, li jinkludi, iżda mhux limitat għal: l-ivvetjar/preparazzjoni ta' dokumentazzjoni għal, fost l-oħrajn, il-*General/Departmental Contracts Committee*, *Tender Evaluation Committees* u l-abbozzar ta' kuntratti u addenda.
- xi. Jappoġġja il-konsenja tal-kuntratt u modifikazzjoni ta' funzjonijiet f'konformità mal-ħin tal-proġett, l-ispiża, il-benefiċċji u riskji varjabbli.
- xii. Kwalunkwe komputu ieħor li s-superjur jista' jkun jiddelega lilu/ha, kif jista' meħtieġ;
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



MINISTRY FOR FINANCE
MAISON DEMANDOLS, 30,
SOUTH STREET, VALLETTA

Ministry	<i>Ministry for Finance</i>
Job title	<i>Assistant Manager (Procurement)</i>

Duties and responsibilities

- i. Understands, and monitors the implementation of the different steps of the procurement cycle, with an understanding of the interactions between the phases, and the risks involved;
- ii. Learns and keeps abreast of developments in national procurement legislation and policies to support the organisation's procurement decisions ;
- iii. Operates the electronic Public Procurement System and other electronic tools available for supporting procurement procedures ;
- iv. Understands, interacts, builds and maintains an effective relationship with internal and external stakeholders to understand and fulfil organisational obligations and needs;
- v. Understands and applies the principles of transparency, non-discrimination and equal treatment, as well as ethical, privacy, confidentiality and integrity standards in market consultations and engagements with suppliers;
- vi. Performs basic procurement planning tasks, such as collecting and consolidating contributions from various departments;
- vii. Understands the scope and benefits of sustainable procurement 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);
- viii. Provides input to support the procurement strategy decision-making process; e.g. summarise and report information gathered on procurement options. Communicates in an effective and concise manner with a range of stakeholders by tailoring the message accordingly;
- ix. Supports the vetting/preparation of procurement documents such as instructions to tenderers, annexes to be completed/uploaded, based on guidelines and templates;
- x. Supports the evaluation and post-award process, including, but not limited to: the vetting/preparation of documentation for, amongst others, the General/Departmental Contracts Committee, Tender Evaluation Committees; and the drafting of contract agreements and addenda;
- xi. Supports the contract delivery and modification functions in line with project time, cost, quality, scope, benefits and risks variables;
- xii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiii. Any other duties as directed by the Principal Permanent Secretary.