

Anness A

Ministry:	<i>Ministeru għall-Enerġija, l-Ambjent u R-Riġenerazzjoni tal-Port il-Kbir</i>	 GVERN TA' MALTA MINISTERU GĦALL-ENERĠIJA, L-AMBJENT U R-RIĠENERAZZJONI TAL- PORT IL-KBIR
Job Title:	<i>Assistant Manager (Procurement)</i>	
Dmirijiet u Responsabbiltajiet		

- i. Jifhem, u josserva l-implimentazzjoni ta' stadji differenti taċ-ċiklu tax-xiri pubbliku, b'għarfien tal-interazzjonijiet relatati bejn il-fażijiet, u r-riskji involuti.
- ii. Jitgħallem u jżomm aġġornat mal-iżviluppi nazzjonali tal-leġislazzjoni tax-xiri pubbliku u politiki sabiex jappoġġja d-deċiżjonijiet tal-organizzazzjoni dwar xiri pubbliku.
- iii. Jopera s-sit elettroniku tax-xiri pubbliku u diversi għodod elettronici disponnibbli sabiex jappoġġja l-proċeduri tax-xiri pubbliku.
- iv. Jifhem, jinteragixxi, jibni u jżomm relazzjoni effettiva ma' partijiet interessati interni u esterni sabiex jiġu mifhuma u milhuqa l-obbligazzjonijiet u l-bżonnijiet tal-organizzazzjoni.
- v. Jifhem u japplika l-prinċipji ta' trasparenza, mhux diskriminatorji u trattament ugwali, kif ukoll etiku, privatezza, kunfidenzjalità u l-istandards tal-integrità relatati fis-suq ta' konsultazzjoni u impenji mal-fornituri.
- vi. Iwettaq kompiti bażiċi ta' ppjanar ta' xiri pubbliku, bħal għbir u konsolidament ta' kontribuzzjonijiet minn diversi dipartimenti.
- vii. Jifhem l-iskop u l-benefiċċji ta' xiri pubbliku sostenibbli sabiex jintlaħqu l-għanijiet ta' sostenibbiltà tal-organizzazzjoni (Green Public Procurement (GPP), Socially-Responsible Public Procurement (SRPP), kompetizzjoni ġenwina (ekwità aktar minn ugwaljanza) u parteċipazzjoni tal-SME).
- viii. Jipprovdi pariri sabiex jappoġġja l-istrategija tax-xiri pubbliku fil-proċess ta' tehid ta' deċiżjonijiet; eż. jiġbor fil-qosor u jirrapporta informazzjoni miġbura dwar l-għażliet ta' xiri. Jikkomunika b'mod effettiv u konċiż ma' firxa ta' fornituri billi jadatta l-messaġġ kif xieraq.
- ix. Jappoġġja l-ivvettjar/ihejji dokumenti tax-xiri pubbliku bħal struzzjonijiet lil min jagħmel l-offerta, l-annessi li jridu jiġu kompluti/imtelligħin fis-sistema elettronika, ibbażati fuq linji gwida u mudelli.
- x. Jappoġġja l-evalwazzjoni u l-proċess ta' wara l-għoti, li jinkludi, iżda mhux limitat għal: l-ivvettjar/thejjija ta' dokumentazzjoni għal, fost l-oħrajn, il-General/Departmental Contracts Committee, Tender Evaluation Committees u l-abbozzar ta' kuntratti u addenda.
- xi. Jappoġġja l-konsenja tal-kuntratt u modifikazzjoni ta' funzjonijiet f'konformità mal-ħin tal-proġett, l-ispiża, il-benefiċċji u riskji varjabbli.
- xii. Jwettaq kull dmir ieħor li jista' jiġi aġġornat biex jissodisfa r-rekwiżiti ta' oqsma oħra kif ikkonfermat mis-Segretarju Permanenti;
- xiii. Jwettaq kull kompitu ieħor li s-superjur jista' jiddelega lilha/lilu, kif jista' jkun meħtieġ;
- xiv. Kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry:	<i>Ministry for Energy, the Environment and the Regeneration of the Grand Harbour</i>	 GOVERNMENT OF MALTA MINISTRY FOR ENERGY, THE ENVIRONMENT AND THE REGENERATION OF THE GRAND HARBOUR
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 the 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 duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiii. Undertake any other tasks, which the superior may delegate to him/her, as may be required;
- xiv. Any other duties as directed by the Principal Permanent Secretary