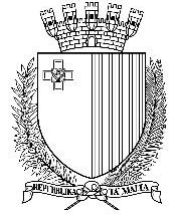


Anness A

Ministeru	<i>Ministeru għall-Gvern Lokali u x-Xogħlijiet Pubbliċi</i>
L-impjieg	<i>Manager I (Procurement)</i>



MINISTERU GĦALL-GVERN LOKALI U X-XOGĦLIJET PUBBLIĊI
DIVIŻJONI GĦAT-TINDIF U MANUTENZJONI, 87, TRIQ ĦAL-TARXIEN, ĦAL-LUQA

Dmirijiet u Responsabbiltajiet

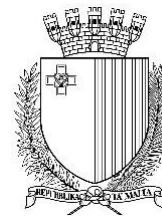
- i. Jipprovdi riċerka u jiġbor informazzjoni dwar il-proċess tal-ippjanar tax-xiri pubbliku f'konformità mal-għan u l-politika tal-organizzazzjoni. Jipparteċipa fl-ippjanar effiċjenti, effettiv u mmaniġġjar ekonomiku tal-finanzi u r-riżorsi umani (eż. immaniġġjar ta' tim) disponnibbli.
- ii. Jipprovdi deċiżjonijiet ta' xiri pubbliku u pariri ċari u soluzzjonijiet f'konformità ma' livell legiżlattiv nazzjonali u l-UE u rekwiżiti ta' politika tax-xiri pubbliku.
- iii. Jopera s-sit elettroniku tax-xiri pubbliku u diversi għodod elettronici disponnibbli għall-implimentazzjoni tal-proċeduri tax-xiri pubbliku u b'hekk jiżgura livell għoli ta' trasparenza fil-proċess tax-xiri pubbliku.
- iv. Jaġixxi b'mod awtonomu biex jidentifika l-bżonnijiet għal, u l-immaniġġjar ta' standards ta' proċeduri ta' xiri pubbliku, flimkien mal-għbir ta' informazzjoni rilevanti minn sorsi varji b'mod strutturat (eż. billi jintużaw mudelli).
- v. Iwettaq, janalizza, jinterpreta u jirrevedi r-riċerka tas-suq f'konformità mal-prinċipji ta' trasparenza, mhux diskriminatorji u trattament ugwali, kif ukoll etiku, privatezza, kunfidenzjalità u l-istandards tal-integrità f'konsultazzjonijiet tas-suq u impenji mal-fornituri.
- vi. Jappoġġja l-implimentazzjoni tal-fażijiet kollha taċ-ċiklu tax-xiri pubbliku, u jifhem kif kull waħda tinteragixxi mal-oħrajn.
- vii. Jappoġġja l-implimentazzjoni tal-approċċ sostenibbli tax-xiri pubbliku fi ħdan l-organizzazzjoni.
- viii. Jiġbor l-informazzjoni meħtieġa sabiex jaqsmu deċiżjonijiet u rakkomandazzjonijiet abbażi ta' data, riskju u strategija tax-xiri pubbliku. Jikkomunika b'mod effettiv u konċiż ma' firxa ta' partijiet interessati billi jadatta l-messaġġ kif xieraq.
- ix. Jivverifika/jabbozza u jippubblica dokumentazzjoni f'konformità mar-regolamenti tal-UE u nazzjonali, politiki, regoli, kundizzjonijiet, linji gwida u mudelli.
- x. Jipparteċipa b'mod attiv fil-valutazzjoni tal-offerti, evalwazzjoni u l-proċess ta' wara l-għoti li jinkludi, iżda mhux limitat għall-verifikazzjoni/tnejja ta' dokumenti għal/jew minn, fost il-General/Departmental Contracts Committee, Tender Evaluation Committees, u l-abbozz ta' kuntratti u addenda.
- xi. Jipparteċipa b'mod attiv fil-konsenja tal-kuntratti u funzjonijiet ta' modifika f'konformità mal-hin tal-proġett, spiża, kwalita, skop, benefiċċji u riskji varjabbli.
- xii. Dmirijiet oħra kif ikun meħtieġ mis-superjur/i tiegħu.
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.



Ministeru għall-Gvern Lokali u x-Xogħlijiet Pubbliċi

Diviżjoni għat-Tindif u Manutenzjoni, 87, Triq Ħal-Tarxien, Ħal-Luqa
Telefon: 22897300

Annex A



Ministry	<i>Ministry for Local Government and Public Works</i>
Job Title	<i>Manager I (Procurement)</i>

MINISTRY FOR LOCAL GOVERNMENT AND PUBLIC WORKS
CLEANSING AND MAINTENANCE DIVISION, 87, TARXIEN ROAD, LUQA

Duties and responsibilities

- i. Provides research and gathers input for the procurement planning process in line with the organisational objective and related policies. Participates in the planning for efficient, effective and economical management of financial and human resources (e.g. team management) available.
- ii. Provides procurement decisions and clear advice and solutions in line with: national and EU level legislation; and public procurement policy requirements.
- iii. Operates 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.
- iv. 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).
- v. Conducts, analyses, interprets and reviews market research in line with 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. Supports the implementation of all phases of the procurement lifecycle, understanding how each interacts with the others.
- vii. Supports the implementation of sustainable procurement approaches within the organisation.
- viii. Gathers the necessary information 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.
- ix. Vets/drafts and/or publishes procurement documentation in line with relevant EU and national regulations, policies, rules, conditions, guidelines and templates.
- x. 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.
- xi. Participates actively in the contract delivery and modifications 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.



Ministry for Local Government and Public Works

Cleansing and Maintenance Division, 87, Tarxien Road, Luqa
Telephone: 22897300