

Anness A



Ministeru	Uffiċċju tal-Prim Ministru
L-Impjeg	Manager II (Procurement)

UFFIĊĊJU TAL-PRIM MINISTRU
BERĠA TA' KASTILJA, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jikkoordina l-preparamenti tal-pjan tax-xiri pubbliku tal-organizzazzjoni u jagħmel rakkomandazzjonijiet għall-ippjanar finali u kronoloġiku b'konformità mal-għanijiet u l-politika tal-organizzazzjoni;
- ii. Japplika aspetti diversi tal-leġiżlazzjoni tax-xiri pubbliku, kif ukoll oqfsa legali li jhallu impatt fuq ix-xiri pubbliku f'konformità ma' leġiżlazzjoni fuq livell nazzjonali u l-UE u rekwiżiti ta' xiri pubbliku;
- iii. Jopera b'mod profiċjenti s-sistema elettronika tax-xiri pubbliku u jgħin biex jiżgura li l-utenti kollha jkollhom aċċess u taħrig xieraq u jaġixxi bħala agent tal-ġestjoni tal-bidla matul l-implimentazzjoni tas-sistema l-ġdida adottata riċentament/moduli u għodod;
- iv. Imexxi l-proċess holistiku tal-analiżi ta' htigiet, interpretazzjoni ta' data u relazzjonijiet mal-fornituri skont il-prinċipji tax-xiri pubbliku;
- v. Imexxi, jamministra, janalizza, jinterpreta u jirrevedi l-analiżi tas-suq, biex jiżgura l-kompletezza u li l-istrateġija tax-xiri pubbliku hi ddisinjata biex tirrifletti kundizzjonijiet tas-suq, għanijiet tal-politika u opportunitajiet identifikati;
- vi. Jimplimenta fażijiet differenti taċ-ċiklu tax-xiri pubbliku u jantiċipa sfidi potenzjali rilevanti, impatti u riskji;
- vii. Jimplimenta approċċi tax-xiri pubbliku sostenibbli u jimmaniġġja r-riżorsi disponibbli biex jiġu implimentati fi ħdan l-organizzazzjoni;
- viii. Jipprovi pariri bbażati fuq l-aħjar għarfien dwar l-aħjar użu ta' proċeduri varji dwar ix-xiri pubbliku u tekniki sabiex tiġi mfassla l-istrateġija tax-xiri pubbliku. Jikkomunika informazzjoni kumplessa b'mod ċar, trasparenti, u li jhalli impatt lil firxa ta' partijiet interessati billi jfassal il-messaġġ kif xieraq;
- ix. Jiddisinja u jlesti dokumentazzjoni tal-offerta sabiex jgħin jimmassimizza l-valur għall-flus u jiżgura li l-metodoloġija korretta tkun applikata għall-offerti tax-xiri pubbliku f'konformità mar-regolamenti, politiki, regoli, kundizzjonijiet, linji gwida u mudelli rilevanti tal-UE u nazzjonali;
- x. Jissorvelja/jamministra/jirrevedi x-xogħol tal-kumitati tal-evalwazzjoni, u t-thejjija ta' dokumentazzjoni rilevanti għall-valutazzjoni tal-offerta, valutazzjoni u proċess ta' wara l-ġhoti, li jinkludi, iżda mhux limitat għal, dawk għal/jew mill-Kumitat Ġenerali/Dipartimentali tal-Kuntratti u l-abbozzar ta' ftehim ta' kuntratti u addenda;

- xi. Imexxi u jikkontrolla l-konsenja tal-kuntratt u l-funzjonijiet ta' modifika f'konformità mal-ħin tal-proġett, l-ispiza, il-kwalità, l-iskop, il-benefiċċji u l-varjabbli tar-riskji;
- xii. Iwettaq kull kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xiii. Kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Ministry	Office of the Prime Minister
Job Title	Manager II (Procurement)

OFFICE OF THE PRIME MINISTER
AUBERGE DE CASTILLE, VALLETTA, MALTA

Duties and Responsibilities

- i. Coordinates the preparation of the organisation's procurement plan and makes recommendations for the final planning and timeline in line with the organisational objective and related policies;
- ii. Applies diverse aspects of the procurement legislation, as well as other legal frameworks impacting procurement in line with national and EU level legislation and public procurement policy requirements;
- iii. Operates proficiently the electronic public procurement system and helps ensure that all users have the appropriate access and training and acts as a change management agent during the implementation of a newly adopted system/modules or tools;
- iv. Manages the full process of needs analysis, data interpretation and supplier relations in accordance with public procurement principles;
- v. Manages, conducts, analyses, interprets and reviews market analysis, ensuring its completeness and that procurement strategies are designed to reflect market conditions, policy goals, and opportunities identified;
- vi. Implements the different phases of the procurement lifecycle and anticipates relevant potential challenges, risks and impacts;
- vii. Implements sustainable procurement approaches and manages the resources available to implement them within the organisation;
- viii. Provides knowledge-based advice on the best use of various procurement procedures and techniques in order to design the procurement strategy. Conveys complex information in a straightforward, transparent and impactful manner to a range of stakeholders by tailoring the message accordingly;
- ix. Designs and completes tender documentation that helps maximise value for money and ensures that the correct methodology is applied to the issued public procurement tenders in line with relevant EU and national regulations, policies, rules, conditions, guidelines and templates;
- x. Oversees/conducts/reviews the work of evaluation committees, and the preparation of relevant documentation for the tender assessment, evaluation and post-award

processes including, but not limited to, those for/or by the General/Departmental Contracts Committee and the drafting of contract agreements and addenda;

- xi. Leads and controls 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; and
- xiii. Any other duties as directed by the Principal Permanent Secretary.