Anness A

Ministry:	*Ministeru għaż-Żgħażagħ, Benesseri u l-Implimentazzjoni tal-Programm Elettorali*	GVERN TA' MALTA MINISTERU GĦAŻ-ŻGĦAŻAGĦ, BENESSERI, U L-IMPLIMENTAZZJONI TAL-PROGRAMM ELETTORALI
Job Title:	*Manager II Procuremnt*	
Dmirijiet u Responsabbiltajiet		

i. Jikkordina l-preparamenti tal-pjan tax-xiri pubbliku tal-organizzazzjoni u jagħmel rakkomandazzjonijiet għall-ippjanar finali u kronoloġiku b'konformita' mal-għanijiet u l-politika tal-organizzazzjoni;
ii. Japplika aspetti diversi tal-leġiżlazzjoni tax-xiri pubbliku, kif ukoll oqfsa legali li jħallu impatt fuq ix-xiri pubbliku f'konformita' ma' leġiżlazzjoni fuq livell nazzjonali u l-UE u rekiżiti ta' xiri pubbliku;
iii. Jopera b'mod profiċjenti s-sistema elettronikatax-xiri pubbliku u jgħin biex jiżgura li l-utenti kollha jkollhom aċċess u taħriġ xieraq ujaġixxi bħala aġent tal-ġestjoni tal-bidla matul l-implimentazzjoni tas-sistemal-ġdida addottata riċentament/moduli u għodod;
iv. Imexxi l-proċess ħolistikutal-analiżi ta'ħtiġijiet, interpretazzjoni ta' data u relazzjonijiet mal-forniturи skont il-prinċipji tax-xiri pubbliku;
v. Imexxi, jamministra, janalizza, jinterpreta u jirrevedi l-analiżi as-suq, biex jiżgura l-kompletezza u l-istrateġiji tax-xiri pubbliku hi ddisinjata biex tirrifletti kundizzjonijiet tas-suq, għanijiet tal-politika u opportunitajiet identifikati;
vi. Jiplimenta fażijiet differenti taċ-ċirklu 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-oranizzazzjoni;
viii. Jipprovdi pariri bbażati fuq l-aħjar użu ta' proċeduri varji dwar ix-xiri pubbliku u tekniki sabiex tiġi mfassla l-istrateġija tax-xiri pubbliku;
ix. Jiddisinja u jlesti dokumentazzjoni tal-offerta sabiex jgħin jimmassimizza l-valur tal-flus u jiżgura li l-metodoloġija korretta tkun applikata għall-offerti tax-xiri pubblikuf'konformita mar-regolamenti, politiki, regoli, kundizzjonijiet, linji gwida u mudelli rilevanti tal-UE u nazzjonali.
x. Jissorvelja / jamministra / jirrivedi x-xogħol tal-kumitati tal-evalwazzjoni, u t-tħejjija ta' dokumentazzji rilevanti għall-valutazzjoni tal-offerta, valutazzjoni u process ta' wara l-għoti li jinkludi, iżda mhux limitat għal dawk/jew mill-General/Departmental Contracts committee u l-abbozzar ta' ftehim ta' kuntratti u addenda;
xi. Imexxi u jikkontrolla l-konsenja tal-kuntratt u l-funzjonijiet ta' modifika f'konformita' mal-ħin tal-proġett, l-ispiża, il-kwalita', l-iskop, il-benefiċċji u l-varjabbli tar-riskji;
xii. Jagħmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jistgħu jkunu qed joperaw fi ħdan l-Uffiċċju tal-Ministeru taż-Żgħażagħ, Benesseri i l-Implimentazzjoni tal- Programm Elettorali;
xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

i.

Ministry:	*Ministry for Youth, Wellbeing and the Implementation of the Electoral Programme*	GVERN TA' MALTA MINISTERU GĦAŻ-ŻGĦAŻAGĦ, BENESSERI, U L-IMPLIMENTAZZJONI TAL-PROGRAMM ELETTORALI
Job Title:	*Manager II Procuremnt*	
Duties and Responsabilities		

i. Coordinates the preparation of the organisation's procurement plan and make 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 framework 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 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;
ix. Designs and completes tender documentation that helps maximise value for money and ensure 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. Oversee/conducts/reviews the work of evaluation committee, 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. Make use of the Information Technology systems which may be in operation within the Ministry for Youth, Wellbeing and the Implementation of the Electoral Programme;
xiii. Any other duties as directed by the Principal Permanent Secretary;