Anness A

Ministeru	Uffiċju tad-Deputat Prim Ministru u Ministru għas-Saħħa
L-impjieg	Manager I (Procurement and Purchasing) Office of the CEO

OFFICE of THE DEPUTY PRIME MINISTER and MINISTRY for HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

i. Jikkoordina u jissorvelja l-funzjonijiet ta' kuljum relatati mal-akkwist u x-xiri fi ħdan CAYS, filwaqt li jiżgura li l-oġġetti, it-tagħmir, il-materjali u s-servizzi meħtieġa għat-tħaddim effettiv tal-organizzazzjoni jiġu akkwistati fil-ħin.

ii. Jikkollabora mal-Uffiċjal Kap Eżekuttiv, mal-uffiċjali responsabbli mill-oqsma professjonali u ma' uffiċjali oħra nominati sabiex jiġu identifikati, ikkonsolidati u prijoritizzati l-ħtiġijiet relatati mal-akkwist u x-xiri fi ħdan CAYS.

iii. Jikkoordina t-talbiet għall-kwotazzjonijiet, il-proċeduri tax-xiri u l-proċessi relatati mas-sejħiet għall-offerti, skont ir-Regolamenti dwar l-Akkwist Pubbliku applikabbli, il-politiki u l-proċeduri stabbiliti.

iv. Iħejji, jipproċessa u jissorvelja r-rekwiżizzjonijiet tax-xiri, l-ordnijiet tax-xiri u dokumentazzjoni oħra relatata mal-akkwist, filwaqt li jiżgura segwitu f'waqtu mill-bidu tal-proċess sal-konsenja.

v. Jikkollabora mad-Direttorati responsabbli mill-Akkwist u l-Finanzi fi ħdan il-Ministeru, mal-Kontrollur Finanzjarju u ma' awtoritajiet oħra rilevanti sabiex jiffaċilita l-proċessi tal-akkwist, isolvi kwistjonijiet pendenti u jiżgura l-konformità mar-rekwiżiti finanzjarji u dawk relatati mal-akkwist.

vi. Iżomm komunikazzjoni effettiva mal-forniturі u mal-forniturі tas-servizzi, filwaqt li jagħmel is-segwitu meħtieġ dwar kwotazzjonijiet, ordnijiet, konsenji, talbiet pendenti u obbligi kuntrattwali.

vii. Jassisti fit-tħejjija tal-ispeċifikazzjonijiet tas-sejħiet għall-offerti, tad-dokumentazzjoni relatata mal-akkwist, tar-rekords relatati mal-evalwazzjoni u tad-dokumentazzjoni kuntrattwali, b'kollaborazzjoni mal-persunal tekniku u professjonali rilevanti.

viii. Jissorvelja l-iskadenzi tal-proċessi tal-akkwist, l-ordnijiet tax-xiri pendenti, id-dati tal-iskadenza tal-kuntratti u l-iskedi tal-konsenji, filwaqt li jiżgura li kwalunkwe dewmien jew riskju potenzjali jinġieb minnufih għall-attenzjoni tat-Tmexxija.

ix. Jikkoordina l-verifika u l-ipproċessar tal-fatturi relatati mal-akkwist u tad-dokumentazzjoni ta' sostenn, filwaqt li jikkollabora mat-Taqsima tal-Finanzi sabiex jiffaċilita l-ħlasijiet fil-ħin u s-soluzzjoni ta' kwalunkwe diskrepanza.

x. Iżomm rekords preċiżi tal-akkwist, reġistri tax-xiri, informazzjoni dwar il-forniturі u dokumentazzjoni kuntrattwali, kif ukoll iħejji rapporti perjodiċi dwar l-attivitajiet tal-akkwist, l-impenji finanzjarji relatati man-nefqa u kwistjonijiet pendenti.

xi. Jiżviluppa u jimplimenta proċeduri tal-akkwist u tax-xiri, sistemi ta' monitoraġġ u kontrolli amministrattivi sabiex itejjeb l-effiċjenza, it-trasparenza, ir-responsabbiltà u l-kisba tal-aħjar valur għall-flus.

xii. Iwettaq kwalunkwe dmir ieħor li jista' jiġi assenjat lilu mill-Uffiċjal Kap Eżekuttiv jew minn awtorità kompetenti oħra, skont ir-regolamenti applikabbli tas-Servizz Pubbliku.

xiii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilhom, skont il-ħtieġa; u

xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni

Annex A

Ministry	Office of the Deputy Prime Minister and Ministry for Health
Job title	Manager I (Procurement and Purchasing) Office of the CEO



OFFICE of THE DEPUTY PRIME MINISTER and MINISTRY for HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Duties and responsibilities

i. Coordinate and oversee the day-to-day procurement and purchasing functions of CAYS, ensuring timely acquisition of goods, equipment, materials and services required for the effective operation of the organisation.

ii. Liaise with the Chief Executive Officer, professional leads and other designated officers to identify, consolidate and prioritise procurement and purchasing requirements across CAYS.

iii. Coordinate requests for quotations, purchasing procedures and tender-related processes in accordance with applicable Public Procurement Regulations, policies and established procedures.

iv. Prepare, process and monitor purchase requisitions, purchase orders and other procurement documentation, ensuring timely follow-up from initiation to delivery.

v. Liaise with the Ministry's Procurement and Finance Directorates, Financial Controller and other relevant authorities to facilitate procurement processes, resolve pending matters and ensure compliance with financial and procurement requirements.

vi. Maintain effective communication with suppliers and service providers, following up on quotations, orders, deliveries, outstanding requests and contractual obligations.

vii. Assist in the preparation of tender specifications, procurement documentation, evaluation-related records and contract documentation, in collaboration with the relevant technical and professional personnel.

viii. Monitor procurement timelines, outstanding purchase orders, contract expiry dates and delivery schedules, ensuring that delays and potential risks are promptly brought to Management's attention.

ix. Coordinate the verification and processing of procurement-related invoices and supporting documentation, liaising with the Finance function to facilitate timely settlement and resolution of discrepancies.

x. Maintain accurate procurement records, purchasing registers, supplier information and contract documentation, and prepare periodic reports on procurement activity, expenditure commitments and outstanding matters.

xi. Develop and implement procurement and purchasing procedures, monitoring systems and administrative controls to improve efficiency, transparency, accountability and value for money.

xii. Undertake any other duties as may be assigned by the Chief Executive Officer or other competent authority, in accordance with applicable Public Service regulations.

xiii. Undertake any other tasks, which the superior may delegate to them, as may be required; and

xiv. Any other duties as directed by the Principal Permanent Secretary.