Anness A

Ministeru	Ministeru għall-Agrikoltura, is-Sajd u l-Provvista tal-Ikel
L-impjieg	Post ta' Manager II (Procurement)

Ufficcju tas-Segretarju Permanenti
Pinto Business Centre, Qormi

Dmirijiet u responsabbiltajiet

i. Jikkordina 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 jħallu 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 aġent tal-ġestjoni tal-bidla matul l-implimentazzjoni tas-sistema l-ġdida adottata riċentament/moduli u għodod.

iv. Imexxi l-proċess ħolistiku tal-analiżi ta' ħtiġiet, interpretazzjoni ta' data u relazzjonijiet mal-forniturі skont il-prinċipji tax-xiri pubbliku.

v. Imexxi, jamministra, janalizza, jinterpreta u jirrevedi l-analiżi tas-suq, biex jiżgura l-kompletezza u li l-istrateġiji 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. Jipprovdi 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 jħalli 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/jirrivedi x-xogħol tal-kumitati tal-evalwazzjoni, u t-tħejjija ta' dokumentazzjoni rilevanti għall-valutazzjoni tal-offerta, valutazzjoni u proċess ta' wara l-għoti, li jinkludi, iżda mhux limitat għal, dawk għal/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'konformità mal-ħin tal-proġett, l-ispiża, il-kwalità, l-iskop, il-benefiċċji u l-varjabbli tar-riskji.

xii. Kwalunkwe kompitu ieħor li s-superjuri jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

xiii. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;

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

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Annex A

Ministry	Ministry for Agriculture, Fisheries and Food Supply
Job title	Post of Manager II (Procurement)

Office of the Permanent Secretary
Pinto Business Centre, Qormi

Duties and responsibilities

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 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 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. 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.

xiii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.

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

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