Anness A

Ministeru	*Ministeru għall-Finanzi*
L-impjieg	*Manager I (Procurement) fid-Dipartiment tal-Kuntratti*

MINISTERU GĦALL-FINANZI
MAISON DEMANDOLS, 30
TRIQ NOFS IN-NHAR, IL-BELT VALLETTA

Dmirijiet u Responsabbiltajiet

i. Jappoġġja u jikkoordina kwistjonijiet relatati ma' konċessjonijiet u l-verifika tal-offerti ta' xiri klassiku kif ukoll l-ipproċessar tar-rapporti ta' evalwazzjoni;

ii. Jirrevedi x-xogħol tal-kumitat ta' evalwazzjoni u jipprepara d-dokumentazzjoni għall-valutazzjoni tal-offerti, inklużi l-proċessi wara l-għoti tal-offerti, kif ukoll għall-Kumitat Ġenerali/ta' Dipartimental tal-Kuntratti, u jfassal ftehimiet u emendi tal-kuntratti;

iii. Jinżamm aġġornat dwar l-iżviluppi u jipprovdi deċiżjonijiet, pariri u soluzzjonijiet relatati dwar il-proċess ta' akkwist f'konformità mal-leġiżlazzjoni nazzjonali u tal-UE, il-politiki, ir-regoli u l-linji gwida dwar ix-xiri pubbliku;

iv. Jassisti lill-Awtoritajiet Kuntrattwali fl-identifikazzjoni tal-ħtiġijiet u fil-ġestjoni tal-proċeduri standard ta' akkwist, jiġbor informazzjoni minn diversi sorsi b'mod strutturat;

v. Jassisti fl-abbozzar u l-kompilazzjoni ta' ftehimiet u dokumenti relatati mal-kuntratti, jiżgura konformità mal-għanijiet organizzattivi, il-politiki u r-regolamenti tal-akkwist;

vi. Jirrevedi u jivverifika abbozzi ta' kuntratti u dokumenti assoċjati skont il-leġiżlazzjoni, il-politiki, ir-regoli u t-*templates* tal-UE u dawk nazzjonali dwar ix-xiri pubbliku;

vii. Jappoġġja l-preparazzjoni u l-ipproċessar ta' emendi u modifiki tal-kuntratti, jiżgura li jsir il-verifika u li jiġu segwiti skont il-proċeduriregolatorji stabbiliti;

viii. Jikkoordina ċ-ċirkolazzjoni ta' abbozzi ta' kuntratti mal-partijiet interessati rilevanti għall-kontribut, reviżjonijiet u approvazzjonijiet qabel il-finalizzazzjoni;

ix. Jimplimenta l-fażijiet differenti taċ-ċiklu tal-akkwist pubbliku u jantiċipa sfidi, riskji u mpatti potenzjali;

x. Jappoġġja l-proċess tal-offerti mill-verifika sal-pubblikazzjoni, l-evalwazzjoni (inklużi rettifiki u kjarifiki), l-abbozzar tal-kuntratti u l-istadji wara l-kuntratt, f'konformità mar-regolamenti, il-politiki u l-linji gwida tal-UE u dawk nazzjonali;

xi. Jappoġġja l-implimentazzjoni ta' proċessi ta' akkwist sostenibbli biex jintlaħqu l-għanijiet ta' sostenibbiltà tal-organizzazzjoni, inkluż ix-Xiri Pubbliku Ekoloġiku (GPP), ix-Xiri Pubbliku Soċjalment Responsabbli (SRPP), il-kompetizzjoni ġenwina (ekwità aktar milli ugwaljanza) u l-parteċipazzjoni tal-SMEs;

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

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

Annex A

Ministry	*Ministry for Finance*
Job title	*Manager I (Procurement) in the Department of Contracts*

MINISTRY FOR FINANCE
MAISON DEMANDOLS 30,
SOUTH STREET, VALLETTA

Duties and Responsibilities

i. Supports and co-ordinates issues related to concessions and classical procurement tender vetting and the evaluation report processing;

ii. Reviews evaluation committee work and prepares documentation for tender assessment, evaluation, and post-award processes, including those for the General/Department Contracts Committee, as well as drafting contract agreements and addenda;

iii. Stays updated on developments and provides procurement decisions, advice, and solutions in compliance with national and EU legislation, public procurement policies, rules, and guidelines;

iv. Supports Contracting Authorities in identifying needs and managing standard procurement procedures, gathering information from multiple sources in a structured manner;

v. Assists in drafting and compiling contract agreements and related documents, ensuring compliance with organisational objectives, policies, and procurement regulations;

vi. Reviews and vets draft contracts and associated documents in line with EU and national public procurement legislation, policies, rules and templates;

vii. Supports the preparation and processing of addenda and contract modifications, ensuring proper vetting and sought through the established regulatory channels;

viii. Coordinates the circulation of draft contracts with relevant stakeholders for input, revisions and approvals prior to finalisation;

ix. Implements the different phases of the public procurement lifecycle and anticipates relevant potential challenges, risks and impacts;

x. Supports the tendering process from vetting to publication, evaluation (including rectifications and clarifications), contract drafting, and post-contract stages, in line with EU and national regulations, policies, and guidelines;

xi. Supports the implementation of sustainable procurement processes to achieve the organisation's sustainability objectives, including Green Public Procurement (GPP), Socially Responsible Public Procurement (SRPP), genuine competition (equity rather than equality), and SME participation;

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.