

JOB DESCRIPTION

Job Title	Executive – Procurement
Directorate	Corporate Services Directorate
Report To	Senior Manager Procurement
Direct Subordinates	n/a

MAIN JOB PURPOSE

Directly assists management in the efficient management of specific services within the Unit; takes responsibility for the implementation and / or coordination of tasks which require an element of judgment, interpretation or discretion within established policies, procedures, standards and regulations; performs direct supervisory duties of clerical / administrative staff if applicable; represents Managers on the basis of delegated responsibility. Carries out other administrative and clerical duties as required.

MAIN DUTIES & RESPONSIBILITIES

Key Responsibilities	Key Elements
Main Responsibilities	<ol style="list-style-type: none"> 1. To open files and administer and maintain an effective filing system, ensuring that the Procurement Unit's records are appropriately, photocopied, scanned, saved, referenced, filed and archived at all times according to established policies, procedures, instructions or guidelines; 2. To administer small quotations (up to €2500 exc. VAT) of the various Departments, sort out and distribute same, efficiently and accurately on a daily basis. 3. To administer the various mail boxes of the Unit, distributes emails appropriately and follow up on any action required on a daily basis; 4. To prepare accurately the contracts for awarded tenders and quotations, obtain signatures and ensure effective distribution of same; 5. To maintain the Guarantees register updated at all times with accurate information, ensuring the validity of guarantees throughout, distributing same to the respective owners and keeps proper follow ups and traceability; 6. To keep updated the Procurement Section of Transport Malta's website in a timely manner with published tenders and quotations, opening schedules, objections, etc. Including the uploading of documentation;

Key Responsibilities	Key Elements
	<ol style="list-style-type: none"> 7. To prepare and send emails to the appointed Evaluation Committees and chase same to conclude evaluations; 8. To administer appeals processes lodged at PCRB, coordinating information sheets, photocopies, scanning and informing those concerned re meetings and follow ups; 9. To send any requests for clarifications with regards to quotations and tenders and follow up replies in a timely manner; 10. To assist management in the execution of tasks and objectives of the Procurement Unit with specific reference to own area of responsibility; 11. To plan and implement specialised delegated tasks effectively ensuring timeliness and adherence to established policies, procedures, practices and regulations in a timely manner; 12. To implement and follow up on assigned tasks to ensure that these are being implemented as planned and to take remedial action as necessary; 13. To keep management informed of developments in a timely manner as required ensuring that any required decisions are taken; 14. To update data at all times, makes preliminary assessment and assists in the preparation of evaluation reports, progress reports and other reports required; 15. To handle and respond to the Units' customer enquiries and complaints received by phone, email or personally; 16. To inform management towards the proper procedure to be adopted within own area of responsibility; 17. To scan and distribute Tendering Committee minutes and follows up on action required; 18. To draft correspondence relating to own area of responsibility; 19. To assist in the drafting of answers to Parliamentary Questions ensuring accuracy of data / information provided; 20. To report on performance of own objectives in accordance with policies, procedures, targets and priorities; 21. To monitor conformance to written departmental and other operating procedures / standards;

Key Responsibilities	Key Elements
	<p>22. To carry out duties and tasks as directed by the Director and Senior Manager;</p> <p>23. To contribute ideas and opinions aimed at enhancing the effectiveness and / or efficiency of the Unit and / or service provided;</p> <p>24. To assume delegated responsibility for daily, routine operational matters within established policies and procedures in the absence of the Manager/s;</p> <p>25. To carry out any other duties as required and assigned;</p>
General Operational Management	<p>26. To work according to his/her duties and responsibilities depending on the needs of the Authority;</p> <p>27. To collect or organize information electronically; monitors data to ensure consistency, quality and integrity of data and oversees the up keeping of all databases;</p> <p>28. To take responsibility and ensure proper usage of any equipment used;</p> <p>29. To undergo and coordinate training as required from time to time;</p> <p>30. To receive and report any complaints or suggestions made;</p> <p>31. Understands the targets of their work area and how these contribute to the success of the organization.</p>
Team Leadership Management	<p>32. To ensure that a continuous good working relationship with all Transport Malta's Directorates and any other authorities or government bodies takes place at all times;</p> <p>33. To maintain effective communication channels with the stakeholders of the different transport services;</p> <p>34. To be courteous, polite, friendly, but assertive at all times with the Unit's internal and external customers;</p> <p>35. To be sensitive and confidential to the Unit's requirements and expectations.</p>
Quality Assurance	<p>36. To assist and ensure maximum efficiency in the overall aspects of this job;</p> <p>37. To assist in reaching the set goals and standards established by the Authority/Procurement Unit;</p>

Key Responsibilities	Key Elements
	38. To assist in establishing policies and procedures to ensure that highest levels of quality assurance are used both internally and externally; 39. To ensure quality of service throughout; 40. To develop skills in the related fields, including self education and research, and to improve operations in general to make a positive difference.
Internal & External Relations	41. To work in close consultation and to provide ongoing advice to the Director, Procurement and Senior Manager, Procurement; 42. To provide the necessary assistance to other Units in pursuance of the overall efficient and effectiveness of the Unit; 43. To ensure effective and transparent communication throughout; 44. To consult as may be required to identify improvements that can be made in the Unit; 45. To demonstrate flexibility in meeting both customer needs and those of the Authority itself.
Others	46. To carry out, in a proper professional manner, other reasonable duties assigned to him/her from time to time as required and according to the exigencies of the service.

Tasks and duties of the job holder are not limited to the above listed and employee may be required to assist other employees/departments or requested to perform other/different duties from time to time as the need may be.

Key Decision Making Areas
<ul style="list-style-type: none"> • Day-to-day operational decisions • Team Management • Organization & Administration of office files and day to day agenda

Key Performance Indicators (KPIs)
<ul style="list-style-type: none"> • Attainment of set objectives • Timely and accurate work execution • Quality of service in the day-to-day operations • Internal & External customer satisfaction

PERSON SPECIFICATION - *The qualifications, experience, skills and other attributes required by the job holder.*

Qualifications

- “A” Level Standard of Education;
- Minimum of 5years office experience;
- Preference will be given to candidates who are knowledgeable in procurement .

Skills

- Computer skills (Microsoft Office Applications);
- Website management;
- Highly Organised and meticulous in own work;
- Organisational skills and numeric acumen;
- Ability to assimilate and analyse information;
- Ability to work unsupervised within own area of responsibility;
- Ability to work under pressure and to meet deadlines;
- Good knowledge of procurement regulations.

Other Attributes

- Ability to work effectively in a team, including the ability to respond to the needs of team members and provide them with assistance as and when required;
- Ability to solve problems and take decisions even when working under time constraints;
- Ability to meet deadlines;
- Takes a proactive approach.

Desirable

- Takes initiative
- Mature and self motivated