



Position Title	Procurement Administrator
Main Location	Malta Enterprise
Team	Procurement
Reporting Relationship	The post holder will report to the Team Leader
Salary Scale	A2

The overall responsibility for this post is the development, implementation and review of all procurement policies and procedures to provide a transparent and best value procurement environment within Malta Enterprise in liaison with the COO and the Procurement Coordinator.

Furthermore, the Procurement Administrator will:

- Work with the Team leader to evaluate and re-engineer, where appropriate, processes and systems within procurement to successfully deliver the procurement strategy and action plan
- Work with the COO and Chief Officer Corporate Services for developing and implementing a framework for the drafting, issuing and adjudication of contracts / tenders, as well as their evaluation.
- Assist the team in directing the operations of the Procurement unit within Malta Enterprise and ensures that these are in support of the organisation’s business and processes.
- Assist (where necessary) in drafting technical requirements for the respective tenders/requests for quotes.
- Assist other teams within ME with formal aspects related to the preparation of a call for tender.
- Assist the team in the supervision, coordination and participation in assessment and selection of bids in accordance with applicable rules and regulations.
- Set-up and maintains filing systems to keep all procurement related documents up to date.
- Assist in the preparation of reports and other documentation as necessary.
- Assist in the preparation of award decision file for tenders.
- Maintain databases and any other appropriate information system/s.
- Regularly keep up to date with Procurement regulations; Policy Notes and Circulars issued by the Department of Contracts and inform colleagues of any updates where necessary.
- Provide technical support to requesting units i.e. ensure coordination with colleagues/units in order to develop and implement homogenous procurement methods.

- Assist the team in maintaining relevant internal policies and procedures related to procurement, in line with Corporate Strategy and applicable regulations.
- Perform any other job-related duties as necessary and as assigned including, but not limited to, any administrative tasks.
- Get direct supervision and guidance from the team lead as case may be and may be required to work outside office hours where necessary.

## Values

### **Integrity**

Be truthful, honest and accountable. Carry out tasks in a professional, ethical, transparent and responsible manner

- The greater good over the personal good
- Confidentiality is key at all times
- Ensure the positive reputation of our entities is maintained throughout

### **Creativity**

Develop an open and creative mind-set that lead to innovate working practices.

- Find ways to improve our incentives, systems, processes and communication with stakeholders
- Reduce unnecessary bureaucracy
- Automate internal procedures

### **Customer-Centricity**

Adopting a client centric mind-set whilst being committed to our Client's success. Put clients at the centre of our operation.

- Effective communication is critical to achieve an outstanding quality service in line with industry benchmarks
- Be professional to manage clients' expectations and respond to clients' requests
- All our stakeholders are our clients including but not limited to our colleagues, the government, social and business partners and society

## Behavioural Dimensions

The role requires the post holder to:

- Be robust, win-lose negotiator, to take tough and potentially unpopular decisions and to be aggressively single-minded in pursuit of demanding objectives or deadlines. Success depends on having a strong sense of urgency and in being a strong-willed individualist.
- Work effectively under pressure to achieve demanding targets and to be good at turning ideas into practical action, as well as being ambitious, independent and single-minded in the pursuit of results. Success depends on taking a self-sufficient, structured and practical approach to work, as well as being to juggle multiple tasks and deliver consistent high performance in a fast paced environment.

## Work Aptitudes

- Logical and mathematical
- Orderly and efficient
- Investigative and analytical

### Minimum Requirements

- Verbal and written proficiency (Level C) in English; and
- MQFL 6 in in Procurement, or Management, or Business Administration, or Commerce, or Public Policy, or Finance, or Accountancy, or Economics, or Law, or Public Administration; or
- MQFL 5 Diploma in a procurement, or Management, or Business Administration, or Commerce, or Public Policy, or Finance, or Accountancy, or Economics, or Law, or Public Administration related area and 2 years' relevant working experience in an administrative role; or
- 5 years' relevant working experience in an administrative role.

Preference will be given to candidates having experience in a role whereby the candidate would have gained knowledge of relevant principles, applicable laws, procedures, methodologies and tools/software relevant to job description.