

JOB DESCRIPTION

Position: *Team Leader - Procurement*

Reports to: *Chief Officer Finance and Administration*

1. BASIC FUNCTIONS

The Climate Action Authority is the first of its kind, and we know our excellence depends on our staff. Our leadership needs an experienced and dedicated personal assistant to drive workflows and ensure high levels of performance amongst the team. The Team Leader – Procurement role is responsible for the fulfilment of duties within the Climate Action Authority, as assigned to them, and in line with the aims and objectives of the Authority and in accordance with relevant legal instruments, including, *inter alia*, the Authority Act, subsidiary national legislation, and European Union and international legal instruments as may be applicable.

Specifically, the Team Leader - Procurement plays a crucial role in the acquisition of goods and services for the Climate Action Authority. This position is responsible for ensuring that procurement processes adhere to government regulations, are conducted transparently, and achieve the best value for public funds.

2. POSITION OBJECTIVES

- To ensure that assigned duties are performed and fulfilled in accordance with the aims and objectives of the Authority;
- To contribute towards the objectives of the Authority through effective and efficient planning, managing, controlling and fulfilling of assigned duties.

3. DUTIES OF TEAM LEADER - PROCUREMENT

The Team Leader - Procurement is responsible for the satisfactory performance of the duties in Annex A.

The Team Leader - Procurement shall foster, promote and contribute to a culture of work ethic and service to the public and suppliers.

4. ORGANISATIONAL RELATIONSHIPS

4.1 Structural

Responsible to the Chief Officer.

The Team Leader - Procurement may be required to coordinate teams within the Authority to work on specific tasks or projects, and thus be responsible for one or more other staff members.

4.2 Authority

The Team Leader - Procurement has the authority to take any reasonable action consistent with position objectives and responsibilities and subject to any direction given by the Line Superior or their representative.

4.3 Responsibility

The Team Leader - Procurement is responsible for the satisfactory performance of all the above duties.

4.4 Accountability

The Team Leader - Procurement is accountable for all the duties undertaken. The performance and effectiveness of the appointee will be gauged by considering the following:

- the provision of technical advice and expertise within budgets;
- the provision of services within the agreed time frames;
- the sensitivity to concepts of cost-effectiveness and added value;
- initiative and innovative spirit shown;
- quality of the service provided.

4.5 Cooperation and Teamwork

The Team Leader - Procurement shall promote and contribute to a culture of cooperation, collaboration and teamwork within the Authority.

4.6 Supervision

The Team Leader - Procurement will receive directives from the Chief Officer or their representative.

4.7 Success Metrics

- Achievement of key performance indicators related procurement management;
- Successful implementation of procurement policies and procedures.

5. ELIGIBILITY REQUIREMENTS

5.1 Qualifications and Experience

Bachelor's degree in Public Administration, Business Administration, Supply Chain Management, or a related field, preferably with 3 years' experience in Government Procurement Regulations and Practices, including Green Public Procurement.

A Masters' qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVET credits or equivalent¹. A recognised Masters' qualification with a minimum of 60 ECTS/ECVET is only accepted subject to an MQRIC formal Masters' recognition statement being submitted with the application. A recognised Masters' qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

Qualifications at a level higher than a Bachelor's degree will be accepted for eligibility purposes, provided they meet any specified subject requirements, preferably with 2 years' experience in Government Procurement Regulations and Practices, including Green Public Procurement.

5.2 Other

The applicant must have:

- Ability to communicate in Maltese or/and English languages.
- Excellent negotiation and communication skills.
- Strong analytical and problem-solving abilities.
- Attention to detail and strong organizational skills.
- Proficiency in procurement software and Microsoft Office Suite.

The appointment of candidates who are not citizens of Malta may necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

6. OTHER PROVISIONS

6.1 This appointment is subject to a probationary period of twelve (12) months.

6.2 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

6.3 Submission of documentation

With application:

- i. CV
- ii. Covering letter
- iii. Scans of certificates/transcripts and/or testimonials or Jobsplus records or similar supporting work experience.
- iv. Scan of ID Card/ passport

At interview:

- i. Originals of certificates/transcript presented with application (for verification)
- ii. Original ID card or passport (for verification)
- iii. MQRIC certification of equivalence in case of foreign qualifications

Prior to signature of contract of employment

- i. Jobsplus / Identita (Identity Malta) permit to work, if applicable
- ii. Certificate of good conduct (original/s)

6.4 In terms of the requirements emanating from Directive 16, regarding the “Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration”, issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates’ previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed. Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16.

Annex A

Duties and Responsibilities

1. Sourcing and Supplier Management:

- Identify, evaluate, and select vendors in accordance with CAA and government procurement policies.
- Develop and maintain relationships with suppliers to ensure compliance with contractual obligations and quality standards.

2. Negotiation and Contract Management:

- Negotiate terms and conditions of contracts to secure advantageous agreements for the government.
- Draft, review, and manage contracts to ensure compliance with legal and regulatory requirements.

3. Purchasing and Inventory Control:

- Process purchase orders and maintain accurate records of all procurement activities.
- Monitor inventory levels and forecast future procurement needs to ensure operational continuity.

4. Budget Management:

- Assist in the development and monitoring of procurement budgets to ensure fiscal responsibility.
- Report on procurement expenditures and identify opportunities for cost savings.

5. Compliance and Reporting:

- Ensure all procurement activities comply with applicable laws, regulations, and policies.
- Prepare and present reports on procurement activities, performance metrics, and compliance audits.
- To keep abreast of developments and ensure a high level of familiarization with pertinent legislation, policies and decision-making processes at national and international level, on matters relating to their area of work.

6. Collaboration:

- Work closely with internal departments to assess their procurement needs and provide guidance on procurement processes.
- Coordinate with legal and finance departments to ensure alignment with organizational policies and budgetary constraints.
- Where the Team Leader may be entrusted the responsibility of a team of staff members within the Authority, the Team Leader - Procurement shall be responsible to develop, plan and monitor the work of that team, to ensure the fulfilment of the objectives of the team, and to report to their Line Superior on the progress of the work.

7. Risk Management:

- Identify and mitigate risks associated with procurement, such as supplier reliability or geopolitical issues.
- Maintain a list of alternative suppliers to ensure continuity of supply during disruptions.

The Team Leader may also be required to carry out any other duty as may reasonably be directed by the Line Superior and or his/her representative.