

# Call for the recruitment of an Administrative Officer I (Procurement)

The Office of the State Advocate is seeking to recruit a competent and suitably qualified Administrative Officer I (Procurement) to assist in the procurement function of the Agency.

## **Qualifications and Experience Required**

1. A recognised bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits) in Procurement or Finance or Management or equivalent, or else a recognised comparable professional qualification;
2. Minimum of one (1) year experience in a procurement related role;
3. Proficient in the use of electronic procurement systems and procurement procedures;
4. Excellent command of verbal and written English and Maltese; and
5. A recent police certificate of good conduct.

## **Duties**

1. Vet/draft and/or publish procurement documentation pertaining to all procurement procedures in line with relevant EU and national regulations, policies, rules, conditions, guidelines and templates;
2. Participate actively in the tender assessment, evaluation and post-award process including, but not limited to: the vetting/preparation of documentation for/or by, amongst others, the General/Departmental Contracts Committee, Tender Evaluation Committees; and the drafting of contract agreements and addenda;
3. Operate the Electronic Public Procurement System and other electronic tools available for the implementation of procurement procedures;
4. To manage the procurement process in a diligent and transparent method in line with Public Procurement Regulations;
5. Monitor and support the implementation of all phases of the procurement lifecycle;
6. Participates actively in the contract delivery and modifications functions in line with project time, cost, quality, scope, benefits and risks variables;
7. Provide research and gathers input for the procurement planning process in line with the Agency's objectives and related policies; and
8. Assist with any other operational functions as instructed by the Management.

Interested candidates must submit their Curriculum Vitae and covering letter by not later than **Wednesday 6<sup>th</sup> September 2023** via email on: [recruitment.sa@stateadvocate.mt](mailto:recruitment.sa@stateadvocate.mt)