

Central Bank of Malta Job Description

Job Title:	Senior Officer Procurement, Insurance & General Services		
Office:	Procurement, Insurance and General Services	Reports To:	Manager Procurement, Insurance and General Services
Department:	Property and Procurement Department	Date:	October 2024

Job Purpose:

The Senior Procurement, Insurance & General Services Officer has the following main responsibilities, to:

- Procure goods and services, in compliance with the Bank's internal rules and regulations within national and European legislative frameworks.
- Procure insurance coverage, as required by the Bank for the respective insurance policies.
- Assist and deputise for the Principal, in all matters relating to procurement and store management.

Technical / Functional Responsibilities:

- To handle the Bank procurement needs, in a timely and cost-effective manner, by being fully responsible for all stages within the procurement process as well as for post-award requirements and the preparation of contractual documentation.
- To draw up, vet and finalise tender documents and quotations in a legal, technical and professional manner in close liaison with the respective business areas and the Bank's Legal Department.
- To ensure that all procurements comply with internal Procurement Policies & Procedures, national legislation, standards of good practice and EU Procurement Directives.
- To keep abreast of developments in national public procurement legislation, Department of Contracts (DoC) Circulars and Policy Notes, the national public procurement portal, as well as EU Procurement Directives, and ensure alignment of internal Procurement Policies & Procedures and adherence thereto.
- To effect procurement-related market research.
- To take part or act as secretary to Evaluation Panels and effectively coordinate the evaluation processes of tender and quotation offers, in line with established criteria and best practice, so that processes are carried out in a timely, correct, coordinated and accurate manner and that the resultant recommendations are valid and robust such that they may be supported at Board,

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Executive Committee and Management Committee level, as well as in front of the Public Contracts Review Board, if necessary.

- To compile data and statistics as required.
- To prepare the final evaluation reports for presentation at Board, Executive Committee and Management Committee level.
- To provide procurement expertise and administrative support to all the Bank's business areas throughout the procurement processes, particularly where electronic public procurement is concerned.
- To keep abreast with and support developments in the field of procurement legislation, best practice and developments arising from the European Procurement Coordination Office (EPCO).
- To draw up and finalise together with Manager, Head Property and Procurement Department, Legal Department and the business area: maintenance agreements, contracts and letters of acceptance in the case of procurement of goods and services.
- To participate in meetings and negotiations with contractors as may be required and in line with procurement rules and legislation in order to ensure that the Bank is always provided with the best service possible.
- To supervise the compilation of all the documentation required to be submitted and/or published as required by law.
- To oversee the management of insurance policies and processing of claims, as well as maintaining relations with insurance brokers.
- To coordinate with the Bank's business areas and insurance brokers/companies in order to ensure that, where applicable, the Bank is adequately insured against risks.
- To periodically review with Risk Management Department the coverage for the Bank's risk exposure and to proactively propose to review the active policies, or to introduce new coverage as needs arise.
- To assist the Principal in overseeing the management, stocking and maintenance of stores, conducting regular inspections and monitoring reconciliation exercises.
- To participate in the risk assessment and mitigation exercises.
- To ensure that the Policies and Procedures and work instructions within the area of responsibility are adhered to.
- To substitute staff in the executive and supervisory grades in the latter's absence in order to ensure that all functions in the office are fully operational.

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- To contribute to the creation of the annual Procurement Plan, preparing reports and compiling data for submission or publication as necessary, as well as draft Board, Executive Committee and Management Committee papers.
- To carry out research work and assist in the drawing up of annual Procurement Plans and reports, as well as in the compilation of data for submission or publication as necessary.
- To assist the Manager in the assessment of the people falling within the area of his/her responsibility.
- To carry out office administrative work as may be required.
- To direct subordinates in meeting their work objectives.
- To support internal auditors and external auditors in the periodical assessments and to ensure all required tasks are undertaken to timely solve possible audit findings.
- To report on activities undertaken.
- To ensure a high quality / standard of work and service throughout.
- To perform any other duties which may be assigned from time to time.

General / Managerial Responsibilities:

- Identifying, planning and managing projects within agreed budgets, develop efficient work practices in the area of responsibility, fostering the performance culture, business co-operation, continuous improvement and service delivery.
- Integrating and fostering risk management and mitigation processes in areas of operation. Ensuring operational continuity through updated policies and procedures and working instructions. Taking ownership of ORM, BCM and Operational Risk Incident roles and responsibilities, supporting the Manager and the Head of Department, and supervising the Operational Risk Coordinators (ORCs) with the internal execution of the ORM, BCM and Operational Risk Incident Reporting processes.

Competencies and Proficiency Levels

Within the context of their specific tasks, the incumbent is expected:

- To be truthful and honest.
- To have a positive, can-do attitude.
- To share the Bank's intolerance of sexism, homophobia, xenophobia and racism, and to be respectful and caring towards others irrespective of sexual, religious and political orientation.
- To carry out their tasks professionally and ethically.

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- To communicate effectively.
- To have a sense of the value of time and priorities.
- To respect security and confidentiality.
- To be able to lead and to work in teams as may be the case.

Where applicable, the incumbent will have the following competences at a specified level of proficiency

General Competencies	N/A	Level 1	Level 2	Level 3	Level 4	Level 5
Analysis, research and problem solving				✓		
Customer Care			✓			
Computer and IT Literacy				✓		
Managerial Competencies						
Strategic Thinking and Planning			✓			
Promoting Change through Creativity			✓			
Leading People and Performance			✓			
Managing Relationships			✓			
Operations, Processes and Information Management			✓			
Industry Awareness and Understanding			✓			
Technical Competencies						
Negotiation				✓		
Health and Safety			✓			
Procurement and Contracts				✓		
Project and Programme Management		✓				
Civil Works		✓				
General Accounting		✓				

Experience and Qualifications

- A degree (at MQF Level 6) in Law, Procurement, Management or Finance or a related discipline and at least two years proven experience in the area of public procurement. Consideration will also be given to candidates who have at least four years work experience in the area of public procurement and have proven ability to perform the tasks outlined in the job description.
- Sound knowledge of EU Public Procurement Directives, Malta's public procurement legislation and of the national electronic public procurement system will be considered as an important asset.
- Strong interpersonal skills with the ability to prioritise, coordinate and organise the work of his/her team.

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- A conscientious attitude, self-motivation and ability to work without close supervision.
- A high level of accuracy under pressure and must be able to respond adequately to demands from internal and external contacts.
- High proficiency in the use of Microsoft Office applications.
- Sound leadership skills, planning, organisational, coordination and negotiating skills.
- Excellent verbal and writing skills and with very good drafting abilities.
- Ability to meet tight deadlines within work constraints which might necessitate to work after office hours at short notice.
- A disposition to take initiative and support manual work related to the area of responsibilities beyond the call of duty to ensure the smooth running of the function.

Working Relationships and Lines of Communication

- Internal**
- Office managers/Heads in connection with procurement and insurance purposes.
 - Legal and other Departments for clarifications about procurement, legal obligations and contracts.
 - Senior management for feedback and authorisations.
- External**
- Suppliers of Products/Services to discuss procurement requirements and issues.
 - Insurance brokers/companies to discuss Bank's insurance needs.
 - Consultants relating to specific and complex procurement requirements.
 - Procurement institutions in relation to standards.
 - Department of Contracts and other public sector bodies.
 - European Procurement Coordination Office (EPCO)

Physical Dimensions

Staff members will report directly to this position.

'B' Signatory.

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To Be Completed by Each Employee in the Role

Employee Name	
Employee Signature	Date
Head of Department Signature	Date