



<b>Malta Food Agency Job Description</b>	
<b>Title:</b> Senior Manager – Tendering and Procurement  <b>Reporting to:</b> Chief Officer	<b>Department:</b> Corporate Services  <b>Date:</b> August 2024

Job Purpose:

The Senior Manager - Tendering and Procurement will manage and direct the purchasing of all the goods and services required by the Agency.

Key Responsibility:

The Senior Manager - Tendering and Procurement will be responsible for overseeing and managing the tendering process and procurement activities to ensure the efficient acquisition of goods and services. This role involves strategic planning, supplier relationship management, contract negotiation, and ensuring compliance with Agency policies and regulatory requirements. The ideal candidate will possess strong leadership skills, extensive experience in procurement, and a proven track record in managing tendering processes.

This role requires the selected candidate to independently handle all aspects of tendering, including preparation, submission, and follow-up, within one year of the engagement date.

**Leadership**

- Lead the Unit to implement goals in line with strategic objectives by establishing clear directions, setting challenging goals and assigning duties according to the competencies of individuals. This requires establishing an effective work plan and distributing the workload appropriately.

**Management**

- Plan, organise and coordinate tasks within the team to achieve Unit objectives. Direct the team operations and maintain control of the processes to attain Unit goals. Clearly communicates expectations to the team, assigning responsibility for tasks and decisions. This requires monitoring and evaluation of processes, progress, and results with regular interaction with team members for feedback.

**People Management**

- **Motivation:** Responsible for the motivation of all employees within the Unit by creating a positive work climate, empowering others, promoting confidence and optimism within the Unit. This requires actively encouraging participation for successful motivation of Unit team members.
- **Employee Development:** Mentors employees within the Unit for enhanced performance by identifying different methods to challenge others and implement them.
- **Communication:** Responsible for channelling communication between the respective Chief Officer and Unit members. This requires facilitating open communication between members and dissemination of information.

General Employee Duties with the Assigned Responsibilities:

- **Tendering Process Management:**
  - Lead and manage the end-to-end tendering process, including the preparation, issuance, evaluation, and award of tenders.
  - Develop and implement tendering strategies to maximize value for money and achieve Agency objectives.
  - Collaborate with internal teams to gather necessary information and documentation for tender submissions.
  - Ensure that all tenders are submitted accurately and within specified deadlines.
  - Monitor and track tender outcomes, providing regular reports to senior management.
  - Ensure transparency, fairness, and competitiveness in the tendering process.
  - Continuously stay updated on procurement and tendering regulations.
- **Procurement Operations:**
  - Oversee procurement activities, including supplier selection and contract negotiation.
  - Develop and implement procurement policies, procedures, and best practices.
- **Supplier Relationship Management:**
  - Build and maintain strong relationships with key suppliers and vendors.
  - Negotiate favourable terms and conditions with suppliers to optimize cost savings and enhance service delivery.
- **Compliance and Risk Management:**
  - Ensure compliance with Agency policies, industry standards, and regulatory requirements.
  - Identify and mitigate procurement-related risks to safeguard the Agency's interests.
  - Conduct regular audits and reviews of procurement processes to identify areas for improvement.
- **Strategic Planning and Analysis:**
  - Develop and implement procurement strategies aligned with the Agency's overall business objectives.
  - Conduct market research and analysis to stay informed about industry trends and market conditions.
- Undertake any other tasks, which the superior may delegate to him/her, as may be required
- Any other duties as directed by the Chief Executive Officer.

Personal Competencies:

- i. Knowledge of Agricultural produce, Agency and Government policies
- ii. Leadership and management skills

- iii. Analytical and Problem solving skills
- iv. Decision making
- v. Strategic Thinking
- vi. Negotiation Skills
- vii. Interpersonal communication
  - i. Highly responsible
  - ii. Committed and abides strictly to deadlines
- iii. Willingness to remain continuously updated on areas directly related to the field
- iv. Attention to detail
- v. Ability to withstand various pressures
- vi. Team Player

Experience and qualifications requirements:

Eligible applicants must be able to communicate in Maltese and English and meet one of the following criteria:

In possession of a recognised Master's qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVE credits, or equivalent\*) in Business Administration, Procurement, Accounts or a related relevant comparable professional qualification, plus a minimum of three (3) years' relevant work experience, of which one (1) year must be in a management position comparable to Grade 2 (Manager).

*\*A recognised Master's qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Master's recognition statement being submitted with the application. A recognised Master's qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVE credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.*

OR

In possession of a Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent in Business Administration, Procurement, Accounts or a related relevant comparable professional qualification, plus a minimum of five (5) years' relevant work experience, of which one (1) year must be in a management position comparable to Grade 2 (Manager).

AND

A clean Police Conduct