

Jobsplus Permit No. 557/2020

Call for applications to perform duties as Procurement Executive at the Valletta Cultural Agency

Nomenclatures denoting the male gender include also the female gender

1. The VCA is a Government entity tasked with sustaining and strengthening the capital city's vibrant cultural life through the creation of an annual programme of creative events developed in collaboration with artists and other Public Cultural Organisations. A legacy of the Valletta 2018 Foundation, the VCA also upholds standards of excellence in the coordination and organisation of cultural events in the city, while encouraging access and participation by a diverse audience.

1.1. The Agency is seeking applications from suitable candidates to perform duties as Procurement Executive cited below. This post is on a full-time basis and is subject to a probational period of twelve (12) months.

2. The Procurement Executive forms part of the Finance Department of the VCA and will be working under the supervision of the Financial Controller and the CEO.

The main duties of the Procurement Executive are:

- Manages and co-ordinates the procurement process (preparation & issuing of tenders, tender adjudication, award of tenders, procurement, delivery, storage and supply) for goods, materials and supplies; in accordance with government regulations and within budget.
- Manages the delivery, storage and supply of such goods, materials and supplies.
- Liaises with Financial Controller the requirements and commence the tendering process accordingly.
- Handles the tendering process transparently and efficiently.
- Develops procurement policies and procedures to facilitate a more transparent and efficient method of purchasing.
- Reviews and implements policies and procedures in relation to procurement.
- Deal effectively with suppliers for the timely procurement and deliveries of goods and services.
- Contributes commitment and effort, together with other Management staff, in obtaining and maintaining international certification on standards.
- Provides advice on operational matters and areas of procedural weakness to the CEO or his/her representative.
- Liaising and negotiating with internal staff, and with people in external organisations, e.g., social services, voluntary groups or the private sector;
- Managing procurement process for premises, catering, cleaning, portering and security, amongst other contractual services;
- Purchasing supplies & equipment, services and works;
- Undertaking research as assigned by the Financial Controller and providing appropriate recommendations;



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- Carrying out any other duties as may be assigned by the CEO of the VCA or his/her representative.

3. The salary attached to the post of Procurement Executive shall be €24,894 per annum at Grade 5 within the Public Cultural Organisations Grading and Salary Structure raising by an annual increment of €531 up to a maximum of €28,018 (in 2020).

The chosen candidate will be entitled to a Disturbance Allowance of 15% per annum and a Qualifications allowance, if applicable. Furthermore, a Performance Bonus up to a maximum of 10% per annum is included in the financial package.

4. Eligible applicants will be interviewed by a Selection Board to assess their suitability to carry out the duties mentioned above.

4.1. Master's qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in a subject related to Management/ Procurement/ Accounts/Finance or a related comparable qualification plus one (1) year proven relevant work experience.

or

Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in a subject related to Management/ Procurement/ Accounts/Finance or a related comparable qualification plus three (3) years proven relevant work experience.

*In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60/180 ECTS/ECVET credits. The advice of the MQRIC may be sought.

4.2. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application or sent separately to the Head of HR Management at Valletta Cultural Agency, Exchange Buildings, Republic Street, Valletta or by email on hr@vca.gov.mt by not later than the closing date and time.

4.3. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

4.4. Applicant holding foreign qualifications are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) within the National Commission for Further and Higher Education (NCFHE), which is to be obtained by submitting an online application



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for the recognition of qualifications at <https://services.ncfhe.gov.mt/CertificationApplication.aspx>. Such statement should be attached to the application and the original presented at the interview.

4.5. Third country nationals who have been granted long-term resident status in Malta under regulation 4 of the "Status of Long-Term Residents (Third Country Nationals) Regulations, 2006" or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007".

or

in possession of a residence document issued in terms of the Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations.

The advice of the Citizenship and Expatriates Department should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at 4.5 above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

5. Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Section 7 of the Equal Opportunities (Persons with Disability) Act (Chapter 413 of the Laws of Malta), even if they do not satisfy in full the requirements for this post, provided they can carry out, in essence, the duties related to the post applied for.

5.1. Representations in terms of this clause should be attached to the application form and supported with relevant documents which must also include documentary evidence of registration with the NCPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations are merited.

5.2. All correspondence is to be addressed to the receiving entity and copied to the NCPD.

6. Applications supported by the necessary documentation, which should include a motivation letter, a detailed Curriculum Vitae, and where applicable a Service and Leave Record Form (GP 47), are to reach



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the Head of HR Management, by hand or by post at Valletta Cultural Agency, Exchange Buildings, Republic Street, Valletta by not later than noon (Central European Time) of 28th October 2020. In the case of Public sector employees, these are to present their paid leave/unpaid leave/sick leave records for the last four (4) years, including any records of any disciplinary action that may have been taken (in the absence of such records it will be understood that no disciplinary action was ever taken). Scanned copies of the application and the relevant documentation sent electronically on hr.vca@vca.gov.mt are acceptable.

6.1. Applications received will be acknowledged with a receipt.

7. The chosen officer will be required to sign an undertaking signifying his commitment to the assignment for which he is selected.