Position Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Executive – Procurement and Logistics</th>
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<tbody>
<tr>
<td>Organisation:</td>
<td>Fondazzjoni Kreattività</td>
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<tr>
<td>Responsible to:</td>
<td>Senior Manager Administration</td>
</tr>
<tr>
<td>Department:</td>
<td>Administration Unit</td>
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Overall Purpose of Position

The Executive – Procurement and Logistics shall work across all levels of the Fondazzjoni, providing an informed, professional and efficient service on all aspects of Procurement and Logistics, as determined by the Chairman of the Fondazzjoni’s Board of Governors and the Business Development Director. This includes lead in supporting and overseeing procurement and logistics services from the management perspective to ensure required supplies of commodities, facilities and service needs for program activities and the operations are mobilised efficiently and in a timely manner. The Executive must also ensure that the Fondazzjoni complies with the Public Procurement Procedures as those established by the Ministry Procurement Unit and the Department of Contracts within the Ministry of Finance.

Core Responsibilities

The Executive – Procurement and Logistics shall be responsible for ensuring that the overall administration, coordination, and evaluation of procurement and logistics plans and programs are realized. Therefore, the Executive shall assist the Senior Administration Manager and Business Development Director to:

- Assist in the entire process in the planning of commodities procurement and supply chain activities, inventory control, logistics and distribution, customs clearance, ensuring effectively-functioning processes to avoid costly delays and lost opportunities;
- Assist in the creation/development of Standard Operating Procedures (SOP) related to procurement;
- Ensure effective lines of communication to ensure timely delivery of commodities using the most appropriate procurement procedures;
• Assist for introducing procedure improvements in the supply chain and identify new vendors/suppliers without jeopardizing quality, service delivery and procurement transperancy;

• Ensure full compliance with the Government procurement rules, regulations, policies and procedures;

• Establish and implement a monitoring system that ensures that the prices paid for commodities are in line with those of the market prices;

• Assist to develop and manage the rosters of suppliers, elaborate supplier selection, and evaluation, quality and performance measurement mechanisms;

• Prepare monthly, quarterly and annual procurement plans and progress reports as required;

• Ensure transparent and competitive procurements are conducted and properly documented as required, and in compliance with Government Procurement Procedures, plans, organizes and leads the bid solicitation process including drafting and issuing Request for Quotations (RFQ), Request for Proposals (RFP), Request for Information (RFI), Tenders, developing bid evaluation criteria and guiding clients on processes involved; call for and oversee selection committees to review applications and select vendors s/he ensures the integrity of the competitive process, facilitates bidder debriefings where necessary, and exercises appropriate judgment and tact while ensuring to protect confidential information;

• Prepare service delivery contracts, leases and purchase orders for all acquisition needs;

• Maintain procurement files including all relevant documentation and vendor tracking system s/he will maintain all the relevant information concerning the Fondazzjoni’s suppliers;

• Assist in vendor contracts and maintain relationships with suppliers to ensure completeness of deliverables outlined in the contract this includes ensuring that all vendor complaints and concerns are addressed promptly to ensure that the project continues to receive uninterrupted services at all times;

Supplementary responsibilities

• Assist in administrative and finance work within the respective unit or any other work and/or tasks that may be required by the Fondazzjoni;

• May be asked to run driving errands outside the premises according to the needs of the Fondazzjoni;
Self-improvement

- Acts to be well informed and up-to-date Procurement and Logistics related practices, policies and issues;
- From time to time the Executive shall attend for training related to the position and must be well informed and up to date in Government Procurement Policies;

Other/s

- May act on behalf of or in the capacity of the Business Development Director and Senior Manager Administration on procurement and logistics matters, as may be required in his absence.
- Discharge such other duties as from time to time, may be assigned by the Business Development Director.
- Must be an ambitious self-starter with high energy, motivation and great interest in procurement and logistics within the sector.

Supervision Received

- Direction from the Business Development Director;
- Management from the Senior Manager - Administration.

Working Conditions

- Post is offered on a full time basis i.e. forty (40) hours weekly. Will be required to work late or on weekends or public holidays to meet deadlines.
- Will be required to travel – work and/or training related.

Competencies

Knowledge

- To operate both strategically and operationally in strategic development and execution across the Fondazzjoni;
- A good understanding of how the cultural sector functions;
- A good understanding of the National Public Procurement regulations and the ePPS platform;
- Recognize the different dimensions of culture;
• Identify skills and techniques that can assist the Business Development Director in communicating effectively;

• Identify the challenges to good communications in procurement and logistics;

• Identify best practices for using technology as a communication channel;

Skills

• Strong follow-up skills;

• Must be a very good team player;

• Expressive;

• Able to establish relationships throughout the organization and maintain those relationships;

• Ability to build a network of relationships with other organizations;

• Excellent interpersonal and verbal skills; good writing skills; good sense of humor;

• Able to give and receive feedback constructively;

• Able to act as flexible while maintaining key principles;

• Must be computer proficient & have effective presentation skills;

• Strong budgeting and financial management skills;

• Capacity to lead, manage, motivate and inspire;

• The ability to manage one's own time and of others;

• A strong work ethic, stamina and passion;

• Dedication and enthusiasm for creative ideas;

• Ability to work within time and budget constraints.
Qualification & Experience

- A recognised Master’s qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in relevant areas related to Procurement and Logistics or related to the call or a comparable professional qualification, plus one (1) year relevant work experience;

OR

A recognised Bachelor’s qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in relevant areas related to Procurement and Logistics or related to the call or a comparable professional qualification plus three (3) years relevant work experience;

- Extensive practical experience in procurement, logistics operations and general knowledge in import/export shipping;

- Knowledge in National Public Procurement and in the e-PPS platform;

- Good communication skills

- Clean employment conduct;

- Clean Driving Licence.

Interested candidates are to send application letter with a detailed CV to applications@kreattivita.org by not later than noon of 28th February 2022.
Position Contract and Salary

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Contract of Employment

The Post of Executive – Procurement and Logistics will be in Grade 5 of the salary structure 2019 – 2022, on a indefinite contract.

Remuneration

The remuneration to the position will be as follows:

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<tr>
<th>Annual Salary (Annual Salary Includes (annual increment of €808.00 and increase of €531.00))</th>
<th>Annual Disturbance Allowance</th>
<th>Annual Performance Bonus</th>
<th>Government Bonus</th>
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<tbody>
<tr>
<td>2020 -</td>
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<tr>
<td>2021 €25,656.00</td>
<td>Up to 15%</td>
<td>Up to 10%</td>
<td>Full entitlement</td>
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<tr>
<td>2022 €26,995.00</td>
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The Executive will be paid thirteen (13) salaries per annum. The annual increase will be included with the first salary payment of each year, whilst the Annual increment will included with the first salary payment of the year from the day of employment.

The executive will be fully entitled for the Government Bonus, Annual Vacation leave and Sick Leave as stipulated by Laws of Malta and for up to 15% Annual Disturbance Allowance and up to 10% Annual Performance Bonus.