

Reference No: MCCA/HR/EXT/1225

Date of Issue: 13 July 2026

Title:	Manager (Procurement)	Grade:	5
Division:	Finance	Jobsplus Permit no:	736/2025

The Malta Competition and Consumer Affairs Authority (MCCAA) invites applications for the post of **Manager (Procurement)**.

This appointment shall be made on the basis of an Agreement for an indefinite period and will be subject to a probationary period of twelve (12) months.

The selected candidate is to report any known actual, potential, or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16.

Salary

The salary for the post of Manager (Procurement) is in line with Grade 5 of the MCCAA's Grading and Salary Structure, which in the year 2025* is €33,879 per annum, rising by annual increments of €921 up to a maximum of €38,079. Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 15% of their basic salary subject to satisfactory performance, a payment of expense allowance of €2,000, a payment of communication allowance of €1,600 and a continuous professional development allowance up to €700 per annum.

*It is to be noted that the salaries are currently being revised.

The result will be valid for a period of one (1) year from the date of publication.

Position Description

Overall Purpose of Position

The Manager (Procurement) will be responsible for hands-on management of procurement activities across the Authority's diverse units. This role involves directly handling key purchasing tasks while slowly building and centralising the procurement function. The objective is to work closely with directorates to deliver value through cost savings, supplier optimization, and process improvements. A strong negotiator, the Manager (Procurement) will ensure the best possible terms with suppliers and drive cost efficiencies across the Authority.

Main Accountabilities & Responsibilities

The selected candidate will be expected to:

Hands-On Procurement Management

- Manage procurement activities for key projects and business units;
- Engage in supplier negotiations, contract management, and purchase order execution;
- Align procurement practices with business unit needs and objectives;

Strong Negotiation and Supplier Management

- Lead supplier negotiations for optimal price, quality, delivery, and service terms;
- Develop and maintain strong, reliable, and cost-effective supplier relationships;
- Consolidate suppliers to achieve economies of scale and improved service;

Gradual Centralization

- Develop a phased plan to centralize procurement functions;
- Identify opportunities for standardization and efficiency across all units;
- Build and scale a centralized procurement team with new processes and tools;

Collaboration with Directorates

- Work closely with units to understand their needs and challenges;
- Customize procurement strategies to drive efficiencies;
- Provide insights and recommendations to optimize procurement activities;

Value Creation and Cost Management

- Identify and implement cost-saving opportunities in procurement;
- Ensure procurement supports profitability and competitiveness;
- Report procurement performance to senior management, highlighting value creation;

Process Improvement and Innovation

- Continuously evaluate and improve procurement processes and policies;
- Enhance and implement procurement tools and technologies for efficiency and data visibility;
- Foster a culture of continuous improvement and excellence within procurement;
- Provide research and gathers input for the procurement planning process in line with the organisational objective and related policies. Participates in the planning for efficient, effective and economical management of financial and human resources (e.g. team management) available;
- Keep abreast of developments and provides procurement decisions and clear advice and solutions in line with: National and EU level legislation, public procurement policy requirements, rules, guidelines, circulars and other procurement related material;
- Operate proficiently the electronic Public Procurement System and other electronic tools available for the implementation of procurement procedures thus ensuring a higher level of transparency in the procurement process;
- Act autonomously in identifying needs for, and the management of standard procurement procedures, together with gathering relevant information from multiple sources in a structured manner (e.g. using templates);
- Conduct, analyse, interpret and review market research in line with the principles of transparency, non-discrimination and equal treatment, as well as ethical, privacy, confidentiality and integrity standards in market consultations and engagements with suppliers;
- Support the implementation of all phases of the procurement lifecycle, understanding how each interacts with the others;
- Support the implementation of sustainable procurement approaches for achieving the organisation's sustainability objectives (Green Public Procurement (GPP), Socially-Responsible Public Procurement (SRPP), genuine competition (equity more than equality) and SME participation;
- Gather the information necessary to make data driven, risk based, procurement strategy decisions and recommendations. Communicate in an effective and concise manner with a range of stakeholders by tailoring the message accordingly;
- Vet/draft and/or publish procurement documentation in line with relevant EU and national regulations, policies, rules, conditions, guidelines and templates;
- 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;

- Participate actively in the contract delivery and modifications functions in line with project time, cost, quality, scope, benefits and risks variables;
- Co-ordinate and update the fixed asset register of the Authority to keep all accounting records up to date; and
- Co-operate with the procurement officer and plan the tasks and timeframes as seem appropriate.

Job Requirements

By the closing time and date of this call for applications, applicants must:

- i. Be in possession of a recognised degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in procurement, accounting, management or an appropriate, recognised, comparable qualification plus two (2) years relevant work experience in procurement with a hands-on experience on Tender compilation on Government EPPS; or
- ii. Be in possession of a recognised qualification at MQF level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in procurement, accounting, management or an appropriate, recognised, comparable qualification plus one (1) year relevant work experience in procurement with a hands-on experience on Tender compilation on Government EPPS;
- iii. Have excellent verbal and written communication skills in both Maltese and English; and
- iv. Have a clean police conduct, not older than six months from the date of the calls for applications.

*A recognised qualification comparable to 180/90 ECTS/ECVET credits, as applicable is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

Knowledge, Skills and Competences

- Highly proactive and results-oriented;
- Adaptable and able to work effectively in a dynamic, multi-business environment;
- Strong problem-solving skills with a practical, hands-on approach;
- Excellent at building relationships and influencing stakeholders; and
- Committed to continuous improvement and delivering value.

Working Conditions

- Expected to work flexible hours in order to meet accountabilities and attend to work after office hours, as may be required;
- May be required to travel on company business;
- Abide by rules and regulations issued by MCCA; and
- Consult with other departmental managers as may be required; and
- Expected to maintain oneself abreast with best practices relevant to the post and attend any training which may be provided.

Submission of Applications

Interested candidates are to submit their application for the attention of the Chief Officer (Human Resources) at the Malta Competition and Consumer Affairs Authority by email on careers.hr@mccaa.org.mt. Applications are to include a motivational statement clearly quoting the position being applied for, an updated Curriculum Vitae, a copy of the relevant qualification certificates, and an MQRIC formal recognition statement/s where applicable, and a clean police conduct, not older than six months. The closing date for the receipt of applications is **27 July 2026, end of business**.

Applications received after the closing date and time will not be considered.