



MCAST

Job Description

Job Title	Procurement Manager
Department/Institute	Procurement
Reporting to	Director Procurement
Main Objective	To manage & effectively coordinate the procurement process of the College

1. To establish a good relationship with all members of staff thus ensuring that they are motivated to work to the maximum of their capabilities;
2. To make recommendations to senior management on measures that could be taken by the College to create a working environment that motivates employees to attain high levels of efficiency;
3. To keep oneself updated on developments in administration & Procurement;
4. To ensure a high quality / standard of work and service throughout;
5. To direct junior officers in meeting their work objectives;
6. To administer and coordinate the public procurement cycle, including the preparation of tender documents, quotations and contracts, and form part of the evaluation committee as maybe deemed required;
7. To ensure that the purchasing policies established by MCAST are strictly abided by when dealing with suppliers and that all procurement is undertaken in accordance with College policy, procurement legislation and EU regulations;
8. To manage the necessary processes for the publication of the calls for tenders and other procurement issues such as expressions of interest, contract terms and contract specifications;

9. To maintain up-to-date knowledge of good practice and legislative developments in procurement;
10. Effect detailed compilation, vetting of procurement documents for supplier, services and works tenders;
11. Operating the Electronic Public Procurement System (EPPS) and other electronic systems available for supporting procurement procedures;
12. To manage the procurement staff and other resources effectively;
13. Prepare the review of evaluation reports as prepared by the Evaluation Committees for Department of Contracts Committee (DCC) meetings;
14. Prepare or assist in the drafting and signing of contracts and other related documents for supplier, services or works tenders;
15. Formulate, implement and monitor of the policies, protocols and operating procedures and manuals;
16. Responsible for post contract management to ensure that the supplier is adhering to the contracted obligations;
17. The list is not exhaustive and management may add or change tasks if and when required and according to the exigencies of MCAST and its subsidiaries.