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team

Executive (Procurement)

**jobsplus permit number
78/2026**

**jobsplus vacancy number
434928**



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Role

To assist the Procurement Deputy Director in the running of both XM and ESPLORA's procurement tasks. The Procurement Executive will support the Procurement team in all procurement processes and procedures.

Duties

1. To administer the on-line purchasing systems.
2. To assist in the compilation of the terms of reference for assigned tender dossiers.
3. To maintain an updated procurement dashboard for assigned files.
4. To maintain the existing procurement filing system and assist in sorting and filing of the appropriate paperwork in designated files.
5. To organise the evaluation meetings, prepare the evaluation forms, print submitted offers, compile the evaluation report, participate in and obtain all signatures for assigned files.
6. To assist in the monitoring of assigned supplier contracts and trigger the process for their extension.
7. To seek the necessary signatures on assigned supplier contracts.
8. To monitor and manage expiry of performance guarantees and trigger the process for their renewal.
9. To issue purchase orders.
10. To schedule and confirm tender related appointments.
11. To perform market research in line with regulatory requirements.
12. To assist in preliminary market consultations dossiers for assigned tenders.
13. To participate in tender opening sessions.
14. To participate in tender evaluations.
15. To seek and obtain quotations for assigned purchases below €10,000.
16. To prepare cost grids for expenditure below threshold.
17. To prepare tender documents and assist in the issuing of calls for tenders and calls for quotations on the ePPS.



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18. To assist in the administration of the ticketing system.
19. To support the Procurement Deputy Director as may be required.
20. To perform any additional tasks as requested by the Senior Director Corporate services and/or their delegate.

To perform other job-related duties as assigned. The list is not exhaustive, and management may change or Add tasks if and when required and according to the exigencies of Xjenza Malta and its subsidiaries.

Eligibility Requirements

1. Bachelor's qualification at MQF Level 6 in Procurement or, Public Administration or, Management or a related comparable professional qualification from a recognised and accredited University (MQRIC if applicable) and one (1) year relevant work experience.

OR

An undergraduate diploma or certificate at MQF Level 5 in Procurement or, Public Administration or, Management or a related comparable professional qualification from a recognised and accredited University (MQRIC if applicable) and two (2) years' relevant work experience.

OR

An advanced diploma or certificate at MQF Level 4 in Procurement or, Public Administration or, Management or a related comparable professional qualification from a recognised and accredited University (MQRIC if applicable) and three (3) years' relevant work experience.

Furthermore, candidates who are currently following a recognised programme of study mentioned above will also be considered. Such candidates are to submit evidence that they are currently following the mentioned programme of study.

2. Experience in government procurement, including experience in various roles in tender evaluation committees will be considered an asset.
3. Fluent in English and Maltese.
4. Excellent use of written and spoken English and Maltese and report writing skills.
5. Proficient in MS Office and Excel, experience using the government e-procurement system.

With respect to qualifications produced in response to this call for applications which are not from the University of Malta, applicants are required to request a recognition statement from the Malta Qualifications and Recognition Information Centre (MQRIC). The certificate is to be provided the latest one week after closing date of applications, and proof of payment is to be sent by closing date of applications. The application form may be downloaded from the MQRIC section on the Malta Further and Higher Education Authority (www.mfhea.org.mt).

Requisites

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

- a) Citizens of Malta; or
- b) Citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers

Working Conditions

This position is on an indefinite basis with a starting salary of €32,642 per annum and a yearly increment subject to good working performance:

- Career advancement opportunity
- Opportunity for external training sponsorship
- Parking Facility
- Teambuilding activities
- Gym membership

How to Apply

Interested applicants are to email their Europass CV and a copy of their academic certificates to recruitment.xjenzamalta@gov.mt, by not later than **Monday 6 April 2026**. Late and/or incomplete applications will not be processed.

By applying for this position, you are agreeing to the data practices for the collection, use and disclosure of your Personal Information in accordance with the XM Privacy Policy <http://xjenzamalta.gov.mt/our-privacy-policy/>. You can withdraw your consent at any time by sending us an email through recruitment.xjenzamalta@gov.mt.