

<b>Position Description</b>			
<b>Title:</b>	<b>Manager, Tender Evaluation</b>	ETC 64/2010; MPO/134/2005/33	
<b>Office:</b>	Office of Corporate Affairs		
<b>Unit:</b>	Procurement	<b>Relativity</b>	<b>4</b>
<b>Responsible to:</b>	<b>Head, Procurement</b>		

### **Overall Purpose of Position**

The Manager, Tender Evaluation is responsible for ensuring that the tender process within Malta Enterprise is consistently compliant with the relevant national and supra-national legal, financial and business procurement policies and procedures, as well as to objectively analyse bids and provide recommendations on applicants that could potentially provide the most cost-effective service / product to Malta Enterprise.

### **Main Responsibilities**

#### **Plans and Objectives**

- Ensures that all tenders handled by Malta Enterprise are examined in a consistent, fair and transparent manner, within the context of national, supra-national and organisational legislation, regulations and policies in this regard.
- Ensures that the applicants recommended are those providing the most cost-effective service / product for Malta Enterprise in that regard.

#### **Duties**

- Works with the Head, Procurement in developing and implementing policies and procedures relating to tender evaluation within Malta Enterprise.
- Under the direction of the Head, Procurement, develops and implements a decision support process to guide the evaluation of tenders within Malta Enterprise.
- Ensures that all procedures used during the preparation, issuing and adjudication of a tender abide by the relevant procurement policies and procedures, the latter including those set up by Malta Enterprise, as well as those outlined by external regulatory bodies.
- Carries out objective analysis of complex tenders by thoroughly evaluating each bid, taking into account regulatory and technical compliance, service quality and added value proposals.
- Ensures that each tender submission is fully evaluated and understood and that each recommended tender award represents the best value and quality available.
- Undertakes risk assessment and benchmarking of tender rates and provides sound commercial advice to the relevant stakeholders.
- Negotiates with short-listed parties and, through discussion and clarification, objectively assesses their

suitability and likely success in delivering a high standard of performance on the service / product concerned.

- Provides recommendations to senior management on applicants offering the most cost-effective service / product in each tender bid, objectively explaining the rationale for each choice.
- Provides strategic advice and assistance in relation to contractual claims and commercial disputes with external stakeholders.
- Attends briefings and meetings as necessary.
- Prepares and presents reports and other documentation to senior management as requested.

### **Consultation**

- Consults with the Head, Procurement in resolving issues and problems which are of a sensitive nature and / or of a strategic importance.
- Coordinates and communicates with the relevant tendering parties, suppliers and vendors.
- Coordinates and communicates with other internal and external stakeholders as appropriate.

### **Self-Improvement**

- Keeps up to date with the latest trends, methodologies and legislation pertaining to tender management and evaluation.
- Keeps up to date with the latest projects and initiatives undertaken by Malta Enterprise.

### **Other**

- Performs other job related duties as necessary or as assigned.

### **Supervision Received**

- Direct supervision and guidance from the Head, Procurement.

### **Working Conditions**

- Requested to work outside office hours to meet deadlines and / or in crises situations.

### **Skills / Knowledge / Experience**

#### **Skills**

Computer literacy.	High
Written and verbal communication skills.	High
Interpersonal and presentation skills.	High
Negotiation skills.	High

Organisation and planning skills.	High
Analytical, evaluative and problem-solving abilities.	High
Attention to detail and accurate.	High
Self-motivated and shows initiative.	High
Able to multi-task under tight deadlines.	High
Dependable, mature, trustworthy and demonstrates professional conduct.	High
Shows discretion with sensitive / confidential information.	High

### Knowledge

Tertiary degree in Business Administration and Management, Procurement, Law or equivalent qualification.	Mandatory
Knowledge of tools, methodologies and procedures relating to tender management and evaluation.	Mandatory
Knowledge of national and supra-national legislation, regulations and guidelines in relation to contracts evaluation.	Mandatory
Knowledge and familiarity with commodity markets and price trends.	Mandatory

### Experience

Minimum 4 years experience in a similar environment.	Mandatory
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