



Executive Officer – Procurement

Rizorsi Agrikoli Malta (RAM) is currently seeking to recruit a motivated person to fill the position of Executive Officer- Procurement on an indefinite contract basis.

The Executive Officer- Procurement will be responsible for the procurement requirements of the Agency.

As part of the responsibilities of the CO, the role incumbent is expected to report on all functions across his/her respective Department, to the CEO.

Eligibility Requirements

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

i. 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; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the abovementioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identità should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

AND

ii. able to communicate proficiently in English and Maltese

AND

ii. A recognised Master's qualification at MQF Level 7 in related areas to be specified in the call.

OR

A recognised Bachelor's qualification at MQF Level 6 in related areas or a comparable professional qualification, plus a minimum of two (2) years' relevant work experience.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible.

2. Furthermore, candidates who have not yet formally obtained the qualification specified in paragraph 1 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2026. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(a) The probation period and progression entitlement (as the case may be) start to count from date of appointment

(b) Such appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualifications in Paragraph 1.

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the selection board could opt to give one of the lower marks if substantiated by an available transcript.

3. Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by HR Unit of the Ministry issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a

certificate of conduct issued by the Criminal Records Office or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4. Applicants must be eligible to take up their due appointment, in terms of 1 till 3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

5. Applicants are obliged to immediately inform the selection board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing Ministry (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the selection board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

6. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Salary

Salary Grade B of the Salary Structure of Riżorsi Agrikoli Malta which is equivalent to €32,956 in 2026.

The Executive Officer Procurement is also entitled to:

All inclusive Communication Allowance	€1,000
Transport/Car Allowance	€2,000
Disturbance Allowance	up to 10%
Performance Bonus	up to 10%

Duties and Responsibilities

- i. Coordinates the procurement requirements of the Agency, including but not limited to Tenders and Call for Quotes.
- ii. Vets/drafts and/or publishes procurement documentation in line with relevant EU and national regulations, policies, rules, conditions, guidelines and templates.
- iii. Liaises with the other Units within the Agency regarding procurement requirements and budgets.

- iv. Liaises with the Accounting Unit within the Agency regarding payments, reporting and other issues.
- v. Liaises with Government Ministries/Departments for appropriate procurement approvals,
- vi. Operates the electronic Public Procurement System and other electronic tools available for the implementation of procurement.
- vii. Participates in the tender assessment, evaluation and post-award process.
- viii. Participates actively in the contract delivery and modifications functions in line with project time, cost, quality, scope, benefits and risks variables.
- ix. Serves as point of reference of the Agency for matters related to Procurement.
- x. Keeps abreast with Procurement Policy Notes and Local and EU Regulations related to procurement.
- xi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required.
- xii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.
- xiii. Any other duties as directed by the Principal Permanent Secretary.

Interested applicants are to send their CV, cover letter, copies of their qualifications and Police Conduct Certificate by **6th May 2026** to ram.mafa@gov.mt (permit 365/2026)