



Procurement & Compliance Officer (3 Year Fixed Term Contract)

JOB DESCRIPTION

POST	Procurement and Compliance Officer (3-year Fixed Term Contract)
REPORTING TO	Head of Finance and Corporate Services
PURPOSE	<p>To implement and maintain a centralised and sustainable procurement policy for Léargas and to support the business on its correct and compliant use of same.</p> <p>To implement and maintain a centralised register of Policies and Procedures for the organisation and ensure their timely review and renewal.</p> <p>Provide procurement and compliance advice and support to Léargas staff.</p> <p>Provide support in Léargas facilities management.</p>
PAY GRADE	Equivalent to Civil Service HEO (PPC) €54,764. Successful candidate will commence at point 1.
APPLICATION DEADLINE	5pm on 14 th March 2024. Interviews w/c 18 th March

Léargas manages national and international exchange programmes in adult education, school education, vocational education and training, youth and volunteering. These activities connect people in different communities and countries and bring an international dimension to the work of organisations across Ireland. We are the National Agency for the Erasmus+ and European Solidarity Corps programmes of the European Union across the sectors mentioned above. We are a company limited by guarantee and a registered charity. We operate under the aegis of the Department of Further and Higher Education, Research, Innovation and Science

We have built a national and international reputation for effectively managing significant levels of funding to support European collaboration and exchange. We have also built a reputation for a friendly and supportive approach to programme applicants and beneficiaries.

We are now recruiting for an enthusiastic and driven person to join the Finance & Corporate Services team in Léargas to support change across our procurement and compliance functions.

Key Responsibilities

Procurement

- Maintain, update and enhance the Approved Supplier List (ASL) and contract register to ensure their accessibility to staff that have procurement responsibilities.
- Provide advice and direction on procurement matters to business units.
- Assist business units in their preparation of specifications/ requirements for quotation requests or tender proposals.
- Participate as required in specialised projects and assignments related to procurement.
- Perform annual profiling or analysis of direct and indirect procurement to identify opportunities for further standardisation, economies of scale and consolidation of buying practices.
- Develop, review and update standard templates and documents.
- Critically assess tender specifications as drafted by the requisitioner for the required services and set up on eTenders platform.
- Coordinate competitive tender process via the eTenders platform, responding to clarifications as required.
- Prepare and issue letters to inform tenderers of the outcome of the evaluation process.
- Draft supplier contracts for successful tenderers.
- Organise and facilitate tender assessment panels including preparation of template assessment sheets and other documentation.
- Obtain authorisation by Head of Finance/Executive Director and/or the Board of Directors, as required.
- Ad hoc assessment of compliance with Léargas' Delegation of Authority.
- Plan and coordinate all installations (telecommunications, heat, electricity etc.) and general facilities for Léargas office.
- Review utilities consumption and strive to minimise costs.
- Manage office supplies inventory and place orders as necessary.

Governance

- Create and maintain a company policy registers to track and control updates.
- Implementing, maintaining, and improving-document management and off-site archives.
- Developing compliance programs, reviewing company policies, and advising management on possible risks. Ensure all staff are kept updated on latest regulations and processes.
- Create and manage effective action plans in response to audit discoveries and compliance violations.
- Assisting relevant staff with aspects of governance and administration as required.
- Any other reasonable duties as directed by the management team within known skills, knowledge, and capabilities.

Personal Specification

Essential Skills

- Procurement background: minimum three years' experience to include e-tenders.
- Highly developed skills in interpersonal communication with attention to detail and accuracy.
- Highly developed organisational skills with the ability to manage time, work output and priorities and handle a range of tasks with competing priorities within tight timelines.
- Demonstrated ability to work within a team environment and autonomously.
- Demonstrated ability to effectively deal with sensitive, political and confidential duties.
- Demonstrated ability in report/presentation delivery.
- Demonstrated ability to effectively research and analyse information.
- Excellent writing, reporting and IT skills.

Desirable experience

- Experience of governance and compliance in the public/EU funding/voluntary sector.
- Experience of working in an international context

Competences

- Leadership
- Judgement Analysis & decision-making
- Management & Delivery of results
- Interpersonal & Communication Skills
- Specialist knowledge and expertise – in procurement and governance
- Drive and Commitment to Léargas, Public Sector and European Values

General requirements of all Léargas staff

We expect our people to show leadership, exceptional organisational and planning skills, and to be analytical and conceptual thinkers with excellent IT, networking and influencing skills. We expect excellent interpersonal and communication skills, including presentation skills, combined with an ability to fit within a team that works to support the vision and mission of Léargas.

Application process

Send your **expression of interest and concise CV** to recruit@leargas.ie to reach us no later than **5pm on Thursday 14th March 2024**.

We work 35 hours per week in a flexible environment. We operate a hybrid work arrangement with staff attending some days in the office and some working from home.

Léargas is an equal opportunities employer and welcomes applications from people with disabilities.



On conclusion of this competition a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel and who fulfil the conditions of the selection process may be considered for subsequent approved vacancies over the next 18 months.