

Role Specification

Title:	Procurement Officer
Grade:	8
Unit:	Finance
Reporting to:	Finance Manager
Ref:	416

Role Summary:

SOLAS is seeking to recruit a temporary Procurement Officer (2 years) for our Finance Unit. This role will consist of being responsible for the provision of procurement services to the organisation including the purchase of goods and services, tendering processes, and liaising with internal and external auditors.

Key Tasks/Responsibilities:

- Purchase goods and services, including capital items, in accordance with the approved purchasing procedures and securing the most beneficial terms for the organisation.
- Seek opportunities for cost savings through the use of the tendering process and other means.
- Keep up to date with current government public procurement procedures, EU Directives, OGP services and protocols.
- Provide internal stakeholders with administrative, advisory and support services when seeking goods or services for their unit.
- Liaise with external organisations concerning procurement issues.
- Develop existing ICT systems in the organisation for procurement purposes, including eTenders, document retention & retrieval.
- Provide reports on procurement activities.
- Assist with the development of any new Finance system for SOLAS.
- Provide procurement training to staff on the Finance System.
- Deputise for the Manager when required.
- Supervise staff assigned to the unit.
- Liaise with internal & external auditors on relevant queries.
- Carry out other duties, within the Finance team, as may be specified by the Manager from time to time.

Requirements:

Essential:

- Good communication and IT skills – verbal and written.
- Competency in the use of Word and Excel.
- Knowledge of public procurement procedures.
- 3 years' experience in a supporting role in an administrative area.
- Good interpersonal skills and ability to communicate with staff at all levels.
- Evidence of a high degree of initiative.
- Self-starter capable of working on own initiative.
- Ability to supervise staff.
- Significant progress in relevant Third level studies.

Desirable:

- Ability to acquire new technical information quickly.
- Ability to accept responsibility and respond to challenges.
- Diploma or Degree in Procurement area or other equivalent.
- Evidence of CPD (Continuing Professional Development).
- Experience using the logistics module of an ERP system.