

INFORMATION GUIDE - OPEN COMPETITION

Applications are invited from suitably qualified candidates for the post of:

Permanent Staff Officer (Grade V)

Initial duties: Procurement Support Officer

Initial Location: Procurement Section, Kildare and Wicklow ETB, Chestnut House,
Millennium Park, Naas, Co. Kildare

Job Description

In conjunction with the Assistant Principal Officer and the Procurement Officer, the Procurement Support Officer will have responsibility, under general direction, for the procurement of goods and services, and construction works and services for all schools and centre's under the patronage of KWETB.

Hours of Work: 35 hours per week – Monday to Friday. A Pilot Blended Working Scheme is currently in operation.

Salary: €51,723 –€61,863 (incl 2x Long Service Increments).

As per Department of Education guidelines, **new appointees who are entering this grade for the first time will start at the minimum point of the scale**, however incremental credit may apply if, immediately prior to appointment, the appointee is already a serving Civil or Public Servant. Rate of remuneration may be adjusted from time to time in line with Government pay policy. The salary is not subject to negotiation.

Tasks/Duties and Responsibilities:

The Procurement Support Officer, reporting to the Procurement Officer and to the Assistant Principal Officer will assist with the effective implementation of the KWETB procurement policy, tendering for goods, services and construction works and services, expenditure analysis, contract management and the development and implementation of the annual Corporate Procurement Plan.

The objective of procurement is to ensure probity and compliance for the procurement of all goods and services, to guide our stakeholders on effective and compliant procurement, to achieve value for money for KWETB and to achieve excellence in contract management.

- Assisting with the development and implementation of the KWETB annual Corporate Procurement Plan and Multi-Annual Procurement Plan.

- End-to-end management of tender competitions for all goods, services and capital works where the aggregate value across the organisation exceeds €25k per annum.
- Maintaining accurate contract registers to assist in exercising appropriate internal control for purchasing in all schools and centres.
- Maintaining tender contract management system with accurate tender and contract information.
- Set up, monitoring and maintaining Supplier Catalogues on Financial Management System (P2P).
- Contract management - dealing with service issues for stakeholders and escalating to the Procurement Officer as appropriate and engaging with supplier/contractors for resolution.
- Engaging with stakeholders across KWETB regarding procurement governance obligations and risk management and providing updates on advice and guidance where required.
- Expenditure analysis and identification of non-compliance with the procurement policy.
- Engaging with stakeholders regarding non-compliance with the procurement policy.
- Deliver training with KWETB staff across the ETB.
- Processing invoices on the purchase to pay system.
- Establishing and maintaining positive working relationships with internal and external stakeholders through an effective and appropriate communications framework.
- Establishing and maintaining positive engagement with contracted suppliers, proactively challenging and managing under performance and always seeking best value for money and quality of goods and services.
- Providing procurement advice, as and when required, to budget holders in the executive, schools and centres, to assist them in complying with procurement policy.
- Attending networking meetings and any other related procurement events as required.
- Keeping up to date with all relevant Procurement Circulars, Developments and EU Regulations.
- Carrying out any other duties appropriate to the grade which may be assigned from time to time.

Requirements and Eligibility for the post:

Candidates must:

- Have the requisite knowledge, skills and competencies to carry out the role. Competencies will be informed by best practice Public Appointment Service competency frameworks for the Irish Public Service;
- Be capable and competent of fulfilling the role to a high standard;
- Have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent or have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise;
- Have experience of numerical analysis - analysing expenditure and generating expenditure reports
- Have a high level of ICT competency, particularly MS Excel. Proficiency in using MS Teams, SharePoint and OneDrive.
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Desirable Requirements:

- Qualification in Procurement or relevant experience in a busy public sector procurement unit.
- Knowledge of national and EU procurement policy and legislation and how to apply same to procurement projects.
- Knowledge of CWMF (Capital Works Management Framework).
- Excellent communicator with strong written and verbal skills and the ability to effectively influence stakeholders at all levels of the organisation.
- Results driven and high attention to detail.
- Experience of working in a high demand, fast paced, work environment.
- Strong problem-solving skills.
- Ability to effectively and efficiently adapt and learn new systems, processes and procedures.
- Ability to effectively work on own initiative and as part of a team.
- Basic to intermediate level of written and spoken Irish.

Competencies required

The appointee to the post will be required to show evidence of the following competencies:

People Management

- Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
- Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
- Values and supports the development of others and the team
- Encourages and supports new and more effective ways of working
- Deals with tensions within the team in a constructive fashion
- Encourages, listens to and acts on feedback from the team to make improvements
- Actively shares information, knowledge and expertise to help the team to meet its objectives

Analysis and Decision Making

- Effectively deals with a wide range of information sources, investigating all relevant issues
- Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc
- Identifies and understands key issues and trends
- Correctly extracts & interprets numerical information, conducting accurate numerical calculations
- Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence

Delivery of Results

- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
- Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
- Constructively challenges existing approaches to improve efficient customer service delivery
- Accurately estimates time parameters for project, making contingencies to overcome obstacles
- Minimises errors, reviewing learning and ensuring remedies are in place
- Maximises the input of own team in ensuring effective delivery of results

- Ensures proper service delivery procedures/protocols/reviews are in place and implemented

Interpersonal and Communication Skills

- Modifies communication approach to suit the needs of a situation/ audience
- Actively listens to the views of others
- Liaises with other groups to gain co-operation
- Negotiates, where necessary, in order to reach a satisfactory outcome
- Maintains a focus on dealing with customers in an effective, efficient and respectful manner
- Is assertive and professional when dealing with challenging issues
- Expresses self in a clear and articulate manner when speaking and in writing

Specialist Knowledge, Expertise and Self Development

- Displays high levels of skills/ expertise in own area and provides guidance to colleagues
- Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/ Organisation and can communicate this to the team
- Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team

Drive & Commitment to Public Service Values

- Is committed to the role, consistently striving to perform at a high level
- Demonstrates flexibility and openness to change
- Is resilient and perseveres to obtain objectives despite obstacles or setbacks
- Ensures that customer service is at the heart of own/team work
- Is personally honest and trustworthy
- Acts with integrity and encourages this in others

Application process

Fully completed official application form should be submitted via email to jobapplications@kwetb.ie no later than 12 noon on **Thursday, 9th October 2025**.

Please note the following

- Short listing may apply.
- Canvassing by or on behalf of the candidate will automatically disqualify.
- Late applications will not be accepted.
- It is the responsibility of the candidate to ensure that the application form is received at the stated email address before the stated deadline. It is recommended applicants request a delivery receipt when sending their application.
- Any technical difficulties encountered by the sender when submitting an application are not the responsibility of KWETB

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