



## **INFORMATION GUIDE**

### **OPEN COMPETITION**

#### **Permanent Grade VII Administrative Officer**

**Initial duties: Procurement Officer -  
KWNT11325**

#### **Initial Location:**

**KWETB Head Office, Chestnut House, Millennium Park, Naas, Co. Kildare**

***(Please note: Hybrid working option is available with this post subject to successful completion of the probation period)***

#### **Job Description**

In conjunction with the Assistant Principal Officer, the Procurement Officer will have responsibility, under general direction, for the procurement unit in Kildare and Wicklow ETB. The Procurement Officer will have responsibility for resource management, implementation of the KWETB Procurement Policy, tendering for goods/ services/ capital works, contract management, expenditure analysis, reporting and monitoring compliance with the procurement policy across the organisation.

**Hours of Work:** 35 hours per week, Monday to Friday

#### **Tasks/Duties and Responsibilities**

The Procurement Officer, reporting to the Assistant Principal Officer, will be responsible for ensuring the effective implementation of the KWETB procurement policy.

The goal of the procurement unit is to ensure probity and compliance for the procurement of all goods, services and capital works, to guide our stakeholders in effective and compliant procurement, to achieve value for money for KWETB and to achieve excellence in contract management. The post holders' responsibilities will include (but are not limited) to the following:

- Development and implementation of the KWETB annual Corporate Procurement Plan and Multi Annual Procurement Plan.
- Development and implementation of an annual tendering pipeline.
- Effective management of tender competitions for all goods, services and capital works where the aggregate value across the organisation exceeds €25k per annum.
- Maintaining the contracts register to assist in exercising appropriate internal control for purchasing
- in all schools and centres.
- Contract management and proactively managing underperforming contracts.
- Engaging with stakeholders across all pillars of KWETB regarding procurement governance obligations and risk management, and providing support and guidance as required
- Conducting quarterly and annual expenditure analysis and reporting on same to the Senior Management Team
- Reporting to the Senior Management Team, Board and its Sub-Committees on procurement



compliance as required.

- Engaging with C&AG/ IAU on audit queries relating to procurement
- Providing leadership on the reduction of non-compliant expenditure across the organisation
- Establishing and maintaining positive working relationships with internal and external stakeholders through an effective and appropriate communications framework.
- Establish and maintain 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 centre's, to assist them in complying with procurement policy
- Providing annual procurement training to budget holders across the organisation
- Driving a culture of continuous improvement in the way we work in the procurement section
- Providing positive and effective leadership to the procurement team
- Proactively engaging and contributing to ETB sectoral working groups and initiatives
- Acting as project lead on procurement focused strategic projects under the 2025-2029 Statement of Strategy.
- 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 in managing and leading teams, project planning and developing or implementing policy
- Experience working in either a procurement or finance department
- Experience of expenditure analysis and reporting
- 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
- Experience of working in a highly regulated work environment
- Excellent analytical and problem-solving skills



### **Desirable**

- Qualification in Procurement or accounting
- Project management experience
- Basic to intermediate level of written and spoken Irish

### **Competencies required**

The appointee to the permanent Grade VII Administrative Officer post will be required to show evidence of the following competencies:

#### **Team Leadership**

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise.
- Provides clear information and advice as to what is required of the team.
- Strives to develop and implement new ways of working effectively to meet the ETBs objectives.
- Leads the team by example, coaching and supporting individuals as required.
- Places high importance on staff development, training, and maximising skills and capacity of team.
- Is flexible and willing to adapt, positively contributing to the implementation of change within the ETB.

#### **Judgement, Analysis and Decision Making**

- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors.
- Takes account of any broader issues and related implications when making decisions.
- Uses previous knowledge and experience in order to guide decisions.
- Makes sound decision with a well-reasoned rationale and stands by these decisions.
- Puts forward solutions to address problems.

#### **Management and Delivery of Results**

- Takes responsibility and is accountable for the delivery of agreed objectives.
- Successfully manages a range of different projects and work activities at the same time.
- Structures and organizes their own and others work effectively.
- Is logical and pragmatic in approach, delivering the best possible results with the resources available.
- Delegates work effectively, providing clear information and evidence as to what is required.
- Proactively identifies areas for improvement and develops practical suggestions for their implementation.
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
- Applies appropriate systems/processes to enable quality checking of all activities and outputs.
- Practices and promotes a strong focus on delivering high quality customer service, for



internal and external customers of the ETB.

### **Interpersonal & Communication Skills**

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role.
- Acts as an effective link between staff and senior management.
- Encourages open and constructive discussions around work issues.
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits.
- Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances.
- Presents information clearly, concisely and confidently when speaking and in writing.

### **Specialist Knowledge, Expertise and Staff Development**

- Clearly understands the role, objectives and targets and how they fit into the work of the unit and the ETB
- Develops the expertise necessary to carry out the role to a high standard and shares this with others
- Is proactive in keeping up to date on issues and key developments that may impact on own area and the ETB
- Consistently reviews own performance and sets self-challenging goals and targets
- Has significant expertise in his/her field that is recognized and utilized by colleagues

### **Drive & Commitment to Public Service Values**

- Strives to perform at a high level, investing significant energy to achieve agreed objectives.
- Demonstrates resilience in the face of challenging circumstances and high demands.
- Is personally trustworthy and can be relied upon.
- Ensures that customers are at the heart of all services provided
- Upholds high standards of honesty, ethics and integrity.



## **Application process**

Fully completed official application form should be submitted via email to [jobapplications@kwetb.ie](mailto:jobapplications@kwetb.ie) no later than **12 noon on Wednesday, 7<sup>th</sup> January 2026**.

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 the KWETB.

Dr. Deirdre Keyes, Chief Executive  
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