

INFORMATION GUIDE OPEN COMPETITION

Permanent Staff Officer (Grade V) – KWNT13626

Initial duties: Procurement Support Officer

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

Job Description

The Procurement Support Officer will have a key role, under the direction of the Procurement Officer, in supporting the delivery of an effective, compliant and customer-focused procurement service across Kildare and Wicklow ETB. The post holder will be responsible for managing assigned procurement activities, undertaking expenditure analysis and reporting, supporting procurement compliance and governance activities and providing guidance and support to schools, centres, and other departments within KWETB.

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

Salary: €52-762 –€63,109 (incl. 2x Long Service Increments).

Tasks/Duties and Responsibilities:

Procurement Delivery

- Support the Procurement Officer in the delivery of a professional, compliant and customer-focused procurement service across KWETB.
- Manage assigned procurement competitions for goods, services and works in accordance with Irish and EU public procurement requirements, organisational policies and procedures.
- Prepare tender and quotation documentation, evaluation templates, award recommendations and contract documentation.
- Assist stakeholders in identifying appropriate procurement strategies and routes to market.
- Manage procurement competitions using eTenders and other procurement systems, as required.
- Support contract establishment and implementation activities following contract award.
- Maintain accurate procurement records, contract registers and associated documentation.
- Support procurement activities undertaken under the Capital Works Management Framework (CWMF).
- Build and maintain effective relationships with schools, centres, budget holders and departments to support procurement compliance and value-for-money objectives.

Procurement Governance & Compliance

- Support the Procurement Officer in promoting compliance with public procurement legislation, OGP guidance, Circulars and organisational procurement policies.
- Assist in monitoring procurement activity and identifying areas of non-compliance or process improvement.
- Support procurement audits, governance reviews and reporting activities.
- Assist in the development and maintenance of procurement procedures, guidance documents and templates.
- Contribute to the continuous improvement of procurement processes and controls.
- Act as a key point of contact for schools, centres and departments on procurement-related matters.

Expenditure Analysis and Procurement Reporting

- Lead and coordinate expenditure analysis activities to support procurement planning, category management, strategic sourcing initiatives and compliance reporting in the KWETB Annual Financial Statements.
- Analyse expenditure data from financial and procurement systems to identify procurement opportunities, trends, risks, savings opportunities and areas for improved compliance.
- Prepare regular procurement and expenditure reports to support decision-making, governance requirements and organisational objectives.
- Support the Procurement Officer in developing the annual Corporate Procurement Plan informed by expenditure analysis and organisational requirements.

Team Support & Coordination

- Support the Procurement Officer in coordinating the activities and workload of the procurement team.
- Provide guidance and day-to-day support to team members, as required.
- Assist with onboarding, training and mentoring of new staff.
- Deputise for the Procurement Officer in respect of operational procurement matters during periods of absence.
- Foster a collaborative and customer-focused approach within the team.



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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;
- 1-3 years' experience working in a procurement role
- Experience supporting competitive procurement processes for goods, services and/or capital works.
- Experience preparing procurement documentation, tender reports, evaluation reports, award recommendations and procurement records.
- Experience analysing procurement or expenditure data and producing reports to support procurement planning, decision-making and compliance activities.

Desirable:

- Experience working within an ETB, local authority, higher education institution, government department, HSE or other Irish public body.
- A professional qualification in public procurement or evidence of CPD in public procurement.
- Experience using eTenders platform
- Experience in procuring works contractors and professional services
- Knowledge of Irish national procurement policy and OGP frameworks and guidance.
- 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 **Monday, 9th November 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 KWETB

Reasonable Accommodation Statement

Kildare and Wicklow Education and Training Board (KWETB) is committed to fostering an inclusive and supportive environment for all applicants, learners, and staff. We welcome and encourage applications from individuals of all backgrounds and abilities. We actively support the development and employment of people with disabilities and promote diversity and inclusion throughout the organisation.

In line with the Employment Equality Acts 1998–2015, we are committed to ensuring that candidates with disabilities are treated fairly, have the opportunity to perform at their best and that all recruitment processes are based on merit. We provide positive support to candidates who disclose a disability and ensure that requests for reasonable accommodations are assessed through a collaborative, transparent, and consistently applied process.

Reasonable accommodations are adjustments or supports that help remove barriers for individuals with disabilities, without imposing a disproportionate burden on an organisation.

Examples of reasonable accommodations may include:

- Providing accessible interview locations or online interview options
- Supplying materials in alternative formats (e.g. large print, Braille, or digital)
- Allowing additional time for interviews, assessments, or tests
- Modifying workspaces for accessibility
- Adjusting work schedules or offering remote working options
- Providing assistive technology or software



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- Arranging for an Irish sign language interpreter or personal assistant during interviews or training

For more information or to request a reasonable accommodation, please contact **niamhtormey@kwetb.ie** to arrange a confidential conversation with a member of our team. All requests will be handled with sensitivity and confidentiality.

Dr. Deirdre Keyes, Chief Executive

Kildare and Wicklow Education and Training Board,
Chestnut House, Millennium Park, Naas, Co. Kildare.