

# **museum**

National Museum of Ireland

*Ard-Mhúsaem na hÉireann*

## **Procurement Officer (Higher Executive Officer)**

The **National Museum of Ireland (NMI)** is seeking applications from suitable candidates to fill the post of **Procurement Officer (Higher Executive Officer)** in the National Museum of Ireland – Decorative Arts & History, Collins Barracks, Benburb Street, Dublin 7. This is a full time three-year, fixed-term contract position. This position will be filled by open competitive interviews.

### **Brief Description of position:**

The National Museum of Ireland wishes to appoint a Procurement Officer within its Finance Unit. The appointment will be made on a 3-year fixed term contract at HEO level.

The role will provide strategic assistance to the museum's finance function for the 3-year period. During this period the NMI Finance function will be focused on a number of major projects including:

- An agreed capital works program in partnership with the parent department, the Department of Culture, Tourism, Arts, Gaeltacht, Sport & Media
- The migration to a procurement led, ORACLE based Financial Shared Services system, and
- The further development of the NMI procurement operations.

Reporting to the Head of Finance & Procurement, the Procurement Officer will have responsibility, under general direction, for managing and facilitating the procurement of goods and services for the NMI. In addition to the projects listed above, the Procurement Officer will have responsibility for:

- the annual procurement Plan,
- management of tender competitions,
- expenditure analysis & reporting,
- procurement compliance and
- as directed by the Head of Finance.

The Procurement Officer must be able to demonstrate professional judgement in managing procurement competitions and related decision making.

For the successful implementation of this role, there are a number of key relationships to be fostered and developed. These will be with personnel from within the NMI Management team, the NSSO/ NMI Project team (for 2<sup>nd</sup> Wave of NSSO upgrade) and colleagues in the Finance Division of the Department of Tourism, Culture, Arts, Gaeltacht, Sport & Media.

As a staff member, the holder of the post will be expected to actively contribute to and participate in the overall development of the NMI and to promote its policies at all times and to adhere to NMI values. The post holder may be redeployed to HEO level duties within the NMI as needs arise.

The person appointed will be part of the NMI's Finance Department and will report to the Head of Finance & Procurement Services. The position is based on a three-year fixed term contract and is subject to satisfactory completion of a probationary period.

### **APPLICATION INSTRUCTIONS**

Applications are submitted on the vacancies section of the **National Museum of Ireland website**: <https://www.museum.ie/en-IE/About/Careers/Vacancies>

Applicants are required to complete an application form, submit an up-to-date CV and a cover letter. The application form must be completed in full and submitted in typescript. Handwritten applications will not be accepted.

**We request that all three documents be combined and submitted in one single PDF.**

Failure to do so will render the application incomplete, and the application will not be considered.

To commence the application process, visit our [Vacancies](#) page.

#### Steps to apply:

- Go to the Vacancies page and select the position you wish to apply for.
- Read the Information Booklet for full details of the position.
- The documents required for your application appear on this page as links.
- Click each document, which will open in a new window. Download/Save each document to your computer/device.
- Complete the documents required and combine them into one single PDF along with your CV and cover letter.
- When this is complete, return to the NMI website to finish the application process.
- Again, from the [Vacancies](#) page, find the position you wish to apply for.
- Click the **Apply Now** button.
- Complete the Form.
- Upload your single combined PDF.
- Complete the Captcha check and then click **Submit Your Application**.

Please provide a **valid, monitored email address**. The email address will be used to acknowledge receipt of the application and as the main form of contact to liaise with applicants.

**Closing Date for Applications**

**Applications must be received no later than 17:00  
On Friday 9<sup>th</sup> August 2024**

**Please note that late applications will not be accepted.** The date and time will be strictly adhered to, and therefore, the onus is on the applicant to ensure that the application is received before the deadline.

**Canvassing will disqualify.**