



Office of Government Procurement

Interim Board – Vacancy 2018

Background and Overview

Procurement is a key element of the Government's Public Service Reform agenda and is a very significant portion of overall spending. The State buys everything from pens and paper, through to ammunition and surgical equipment. In fact, we spend €8.5bn every year on goods and services. In this context, it is essential that the Public Service operates in a co-ordinated and efficient way and delivers sustainable savings for the taxpayer.

The OGP commenced operations in 2014 and, together with four key sectors (Health, Defence, Education and Local Government), has responsibility for sourcing all goods and services on behalf of the Public Service. In addition, the OGP also has responsibility for procurement policy and procedures.

In 2017, the Office of Government Procurement (OGP), together with its four sectoral partners, continued to drive the Procurement Reform Programme. During the course of 2017, OGP established a total of 64 additional frameworks, 46 discrete contracts and more than 868 mini competitions to assist public sector bodies in securing goods and services. It now has in excess of 135 active framework agreements and since 2014 has put in place 1,446 contracts/mini-competitions representing an estimated framework /contract value of €13.8 billion and an estimated annual spend of €3.7 billion.

Through the OGP and the sector-retained procurement functions, the Public Service speaks with "one voice" to the market for each category of expenditure, eliminating duplication and taking advantage of the scale of public procurement to best effect. This move is in line with best practice in the public and private sector and is part of the continuing reform programme being driven by the Department of Public Expenditure and Reform.

As the implementation of the Procurement Reform Program has progressed, it was decided that a review of the OGP's governance arrangements was appropriate. Following this review, it was agreed with the Minister for Public Expenditure & Reform, Mr Pascal Donohoe T.D. to replace the existing OGP Interim Board and Steering Group with a single new Procurement Reform Group.

The Minister has directed that the new Board will, as recommended by the review, comprise a mix of members at Secretary General and equivalent level and Assistant Secretary General and equivalent level. The Minister recognises that strong governance is

vital to running effective procurement in the Public Sector and is critical to ensure that the Office of Government Procurement and Sector Procurement teams deliver effective services with strong performance levels for customer Departments and Agencies. To ensure effective and strong corporate governance by the Board for its oversight and advisory role, the OGP now wishes to consider the appointment of **two** suitably qualified and experienced external members of the Board.

Interim OGP Board Vacancies

Applications are now sought from persons who have appropriate skills and experience and believe they can add value to the OGP's corporate governance arrangements.

In particular, the following areas of expertise are of particular interest, namely corporate governance; public procurement/competition legal expertise; public procurement operations; financial expertise (with particular reference to audit capability); shared service delivery, developments in relation to SMEs and other industry suppliers.

In making appointments, the Minister can consider other candidates who may have been brought to his attention from outside this process. These would however, go through the same evaluation process as any other candidates

Remuneration

Fees paid to the Board Member will be at the rates authorised by the relevant Minister and in line with Government Policy. An appointee to the role who is an existing civil or public servant shall not receive any additional remuneration in respect of it.

Term of appointment

The term of appointment shall be for three years from the date of initial appointment.

Submitting your Expression of Interest

Your submission should be made by email to boardrecruitment@ogp.gov.ie together with your **Curriculum Vitae** and a **cover letter** outlining, with reference to criteria at 3 above, the specific expertise you would bring to the role. Closing date for receipt of applications 3pm on Wednesday 25th July 2018.

IMPORTANT NOTE

Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you *ensure your cover letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Board position specified in this booklet.*

This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this Board.

Assessment Process

An Assessment Panel will be convened by the Office of Government Procurement to consider and assess the expressions of interest received by PAS.

The panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet;
- assess potential candidates further once they meet the specified appointment criteria by undertaking any or all of the following steps:
 - Consideration of the written applications; and/or
 - Meeting/conference call; and/or
 - Referee checks; and/or
 - Any other selection or verification method deemed appropriate (this may include the Department requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).
- arrive at a shortlist of suitable candidates to be sent forward for consideration by the Minister.

6. Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

7. Data Protection Acts 1988 & 2003

Please note that your cover letter and curriculum vitae will be forwarded to the Office of Government Procurement and may be retained for up to one year.