

Pobal: Procurement Specialist

(<https://www.activelink.ie/node/115089>)



government supporting communities

Role: Procurement Specialist

Directorate: Financial Operations

Unit: Procurement

Grade: 3

Reporting to: Procurement Manager

Role Purpose

The procurement specialist will support the Procurement Manager in the delivery of the procurement function within Pobal working towards delivering cost effective and proactive procurements services. They will have extensive knowledge of Irish and EU public procurement rules, guidelines, and regulations. They will also provide procurement services on Funded Programme Procurement matters administered by Pobal.

Please see Job Description and Person Specification attached below.

Selection Process

A shortlisting exercise will be employed. Eligible applications will be shortlisted according to how well the experience and skills as described by applicants match the needs of Pobal for this post. Those candidates whose applications, in the opinion of the review panel, appear best suited to the position will be short-listed for interview.

The complete job spec, application form and further information can be found on the Pobal website: [Pobal Job Vacancies](https://www.candidatemanager.net/cm/p/pJobs.aspx?mid=CXAZCXY&sid=YYGTF) (<https://www.candidatemanager.net/cm/p/pJobs.aspx?mid=CXAZCXY&sid=YYGTF>)

Deadline for application: April 28th, 2025

Pobal is an equal opportunities employer and welcomes suitably qualified applicants from all sections of society.

Region

Blended / Nationwide

Date Entered/Updated

14th Apr, 2025

Expiry Date

28th Apr, 2025

Attachment

[Financial Operations G3 Procurement Specialist Job Description.pdf](#)

Size

959
KB