

Procurement Manager (2-year fixed term contract)

Higher Executive Officer Grade
Corporate Services

Applicant Information Pack



October 2025

Dear Applicant,

Thank you for your interest in the role of Procurement Manager (2-year fixed term contract).

Working at Coimisiún na Meán, you will help create a thriving, diverse, creative, safe and trusted media landscape, that works for people in Ireland and across the EU.

You will help us regulate, support and develop the media landscape. You will help to uphold everyone's fundamental rights and ensure that we continue to live in an open democratic society.

Our organisation is growing rapidly. We grew from 40 people to 200 in our first two years. We are now looking to grow to over 300. Our people come from a wide range of backgrounds: the online and media sectors, civil society, public service, academia and the legal profession. We are proud of the opportunities we give for professional growth. We are committed to having a workforce that reflects the diversity of the society that we serve.

We are delighted to be recruiting for the role of Procurement Manager (2-year fixed term contract). This role will contribute to delivering the strategy that we adopted earlier this year. It will contribute to our goal[s] of ensuring that the media landscape:

- upholds the rights, wellbeing and development of children
- supports democracy and democratic values
- is one that consumers can trust so that they are protected from exploitation and fraud
- reflects and shapes Irish culture and who we are as a society
- promotes the values of justice, equality, diversity and inclusion
- strengthens public health and safety

If you believe this opportunity aligns with your skills and offers a chance to grow professionally, we'd be excited to hear from you and encourage you to apply.

Yours sincerely
Jeremy Godfrey, Executive Chairperson



Left to Right: Rónán Ó Domhnaill, Niamh Hodnett, Jeremy Godfrey, Aoife MacEilly, John Evans

Our Vision and Mission

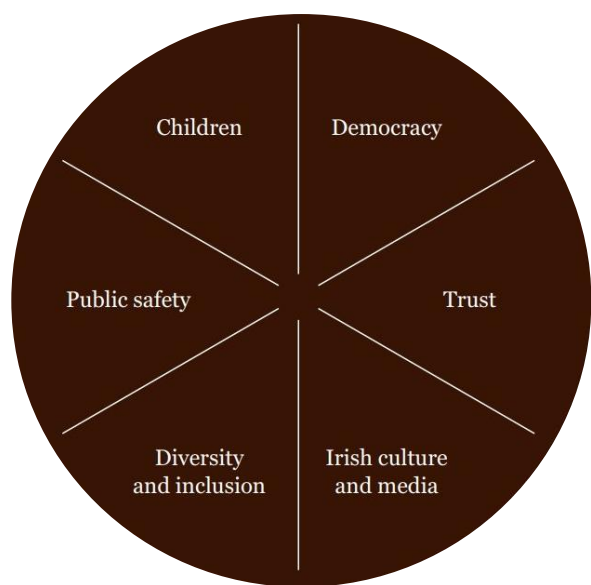


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



We regulate, support and develop a media landscape that underpins fundamental rights and fosters an open, democratic and pluralistic society.

Our Strategic Outcome Areas



Our Values



About This Role

Role Purpose

The Procurement Manager (2-Year Fixed Term Contract) will provide essential capacity to support Coimisiún na Meán in meeting its procurement obligations under the Code of Practice for the Governance of State Bodies, as well as national and EU procurement requirements.

This role will help ensure that procurement activity is compliant, transparent, and delivers value for money in the expenditure of exchequer and levy-collected funds.

The role will also support project delivery, manage procurement demand, and contribute to the successful implementation of process and system changes, aligning procurement activity with the organisation's overall governance and strategic objectives.

About the Team/Division

The Procurement team currently consists of three roles: a Head of Procurement (Assistant Principal), a Procurement Manager (Higher Executive Officer) and a Procurement Officer (Clerical Officer). The team is led by the Head of Procurement who reports to the Director of Finance & Procurement.

The addition of the Procurement Manager (2 year fixed-term contract) role will support Coimisiún na Meán in meeting its procurement obligations. The role will report directly to the Head of Procurement.

Procurement sits within Coimisiún na Meán's Corporate Services Division, alongside Finance, Governance, People and Organisational Development, the Commission Secretariat, and International Affairs.

The mission of the Corporate Services Division is to ensure that Coimisiún na Meán is an agile, well-run organisation, with motivated and capable staff. The division will ensure that Coimisiún na Meán operates to a high standard of corporate governance, effectively and in accordance with the Code of Practice on the Governance of State Bodies and our governing legislation.



Coimisiún
na Meán

Key Responsibilities

- Ensuring that procurement transactions and decisions are fair, equitable, and provide value for money, and that all decisions and actions can be fully justified.
- Assist in developing, managing, and implementing the Coimisiún na Meán Procurement Policy, template contracts, terms and conditions, and related procurement documentation and templates.
- Monitoring spend and procurement activity within the organisation.
- Managing tender processes, including development of specification in consultation with purchaser; publication of notice; responding to queries from potential suppliers; assessment of submissions; drawing up and providing feedback to suppliers; and execution of contract.
- Negotiating and concluding contracts, and contract variations with internal stakeholders and external suppliers.
- Bringing tender outcomes to Authority for ratification as appropriate.
- Preparing for audits, implementing audit recommendations, and ensuring a satisfactory level of compliance.
- Providing quality control, procurement advice and support to staff and management.

The above is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive and is subject to review.



About You

Experience, Skills, Knowledge & Qualifications

Essential Criteria

- At least 3 years relevant work experience.
- Strong organisational skills and the ability to prioritise effectively.
- The capacity to handle multiple tasks and meet deadlines.
- Excellent report writing skills as well as strong verbal and written communication.
- Ability to support the development of policies, procedures and other documents.
- Strong team player skills, working collaboratively to deliver organizational goals.
- Proven track record of working independently and taking ownership of tasks.
- Detail and accuracy oriented, ensuring work is completed to a high standard.

Desirable Criteria

- Knowledge of public sector procurement.
- Experience working in the public sector.
- Previous experience of drafting, negotiating, executing and managing contracts.
- A relevant third level qualification in procurement or an associated field.



Key Information

Benefits, Package & Pay

- This position is offered on a 2-year fixed term basis.
- Full time, 35 hrs per week
- Annual Leave: 29 days per annum
- The role will be a hybrid role combining home and office working. Our current hybrid policy is 2 days in the office.
- Our office is located at One Shelbourne Buildings, Shelbourne Road, Dublin 4, D04 NP20.
- For a full list of benefits see our website [here](#)
- This position is graded at the Higher Executive Officer [scale](#).
- Successful candidates will be appointed on the first point of the scale.

Application Process

If you are interested in applying for this position, please submit:

- A CV (max 2 pages) and a Cover letter/personal statement (max 1 page) outlining why you believe your skills, experience and values meet the requirements of the position **via [HERE](#)**
- Appointment to this role is subject to the candidate's eligibility to work in Ireland. All positions require candidates to live in the Republic of Ireland or Northern Ireland.
- Candidates who engage in canvassing will be disqualified and excluded from the process

Late applications or applications not received through the correct channel, as indicated above, will not be considered.

For queries related to the application or selection process related to this role, please contact cnam@cpl.ie

Competencies

Please see the competencies below that will be assessed at interview stage for this competition.

Team Leadership

Judgement, Analysis and decision making

Management and Delivery of Results

Interpersonal and Communication skills

Specialist Knowledge, Expertise and Self Development

Drive & Commitment to Public Service Values



Trust



Impact



Courage



Independence



People
Focused



Integrity

Selection Process

The selection process will include:

Shortlisting of candidates based on the information provided in their application, assessed against the specified criteria for the role. Candidates shortlisted will be invited to a competency-based interview which will be conducted in person at our Dublin office.

Reasonable Accommodations

Reasonable accommodations will be provided, if required, during the recruitment process. To discuss and request reasonable accommodations in confidence please contact Angeline McKiernan at amckiernan@cnam.ie

Coimisiún na Meán is an equal opportunities employer. We welcome applications from candidates with diverse backgrounds and are committed to championing an inclusive and diverse workforce which reflects modern Ireland. We work to create a culture where everyone has equal access to opportunity and feels comfortable to be their authentic selves at work.

Closing Date: 3pm Monday 10th November 2025



Investors in
Diversity

BRONZE

