Coimisiún na Meán

Procurement Manager – 1 Year Fixed-Term Contract

Higher Executive Officer Grade
Corporate Services Division
Applicant Information Pack



Oct 2026

Message from our Executive Chairperson

Dear Applicant

Thank you for your interest in the role of Procurement Manager, 1 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 300 in our first three years. 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 a Procurement Manager on a 1 year fixed-term contract. This role will contribute to delivering our strategic priorities 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

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



View our Strategic Statement

Coimisiún na Meán

About This Role

Role Purpose

The Procurement Manager (1 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 (1 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 and Secretariat, People and Organisational Development, Change and Business Improvement, 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 procurement transactions and decisions are fair, transparent, justifiable and provide value for money.
- Develop, manage and implement Coimisiún na Meán's Procurement Policy, template contracts, terms and conditions, and related documentation.
- Managing end-to-end tender processes, including developing specifications with purchasers, publishing notices, responding to supplier queries, assessing submissions, providing and executing contracts.
- Negotiate and agree contracts and contract variations with external suppliers.
- Build and maintain effective working relationships with new and existing suppliers.
- Monitor and manage the quality of services provided by suppliers.
- Present tender outcomes to the Authority for ratification, where required.
- Prepare for audits, implement audit recommendations and ensure procurement compliance is maintained to a satisfactory standard.
- Provide quality control, procurement advice and support to staff and management.
- Implement effective governance, risk management, change management and audit controls across procurement activities ensuring value for money.

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 1 year's experience in the public sector, with demonstratable knowledge of procurement principles and practices.
- Experience managing procurement activities, at a minimum having run requests for quotes (RFQ) processes.
- Previous experience engaging with suppliers and vendors, including drafting, negotiating, executing and managing contracts.
- Strong, efficient and methodical approach to work, with the ability to manage multiple tasks in a fast-paced environment.
- Proficient in Microsoft Office.
- Excellent verbal and written communication, with particular emphasis on written communication.

Desirable Criteria

- Experience and delivery of National and European tender processes.
- Experience working with the Office of Government Procurement (OGP) and eTenders.
- Detailed knowledge of Public Procurement rules and experience applying procurement compliance requirements.
- Demonstratable knowledge of relevant legislation and national guidelines and Circulars

Key Information

Benefits, Package & Pay

- This position is offered on a 1 year, fixed-term basis.
- Full time, 35 hours 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.
- This position is graded at the Higher Executive Officer scale
  Successful candidates will be appointed on the first point of the scale. Existing public/civil servants may be appointed higher on the scale depending on their current role and grade, and in line with the circular.

Citizenship Requirement

Eligible Candidates must be:
(a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
(b) A citizen of the United Kingdom (UK); or
(c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
(d) A non-EEA citizen who has a stamp 4 permission* or stamp 5 permission.
(e) Hold valid Temporary Protection permission granted by the Irish Government under the EU Temporary Protection Directive, entitling them to work in Ireland without an employment permit.

*Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent

To qualify candidates must meet one of the citizenship criteria above at the time of application.

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 through the careers portal.
- 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. For more information on the competencies visit our frequently asked questions.

- 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

Privacy Notice

Coimisiún na Meán (An Coimisiún, CnaM, we, our) processes the personal data arising as a result of its recruitment campaign. The Data Controller is CnaM, and the Data Processor appointed by CnaM to conduct the recruitment process is CPL. The Data Controller's contact details are - Data Protection Officer, Coimisiún na Meán 1 Shelbourne Buildings, Shelbourne Road, Dublin 4, D04 NP20, Ireland.

Email: dpo@cnam.ie **Phone Number**: 01 963 7755

CnaM will process the personal data collected during the recruitment process for the purpose of the review, consideration and selection of applications and the contacting of applicants. Third party recipients may include CnaM representatives. CnaM does not transfer personal data outside of the EU or EEA.

CnaM's legal bases for collecting and processing this data may include:

- Contract - where the processing is necessary for the performance of a contract, or in order to take steps at the request of the data subject prior to entering into a contract

and/or

- Consent - where you have given explicit consent to the processing (e.g. reasonable accommodations)

The personal data processed will be stored securely. This data will be stored for a maximum of 12 months in the event of an unsuccessful application.

Applicants have the right to access their data and to rectify any inaccuracies in their data. To do this, please write to the Data Protection Officer at the address listed above. Applicants have the right, where appropriate, to the erasure of their data and/or a restriction on processing of their data. In addition, data subjects have the right to lodge a complaint with the Data Protection Commission. Our full Data Protection Statement is available here: https://www.cnam.ie/governance/data-protection-privacy/privacy-statement/

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, 23/11/2026



Public