



**Procurement Officer**  
**Higher Executive Officer**  
**Maternity Cover – 13 months**

**Job Purpose**

As the Procurement Officer you will be tasked with providing guidance & administrative support to the Finance Unit, to assist in its day-to-day adherence to established Financial Controls, Policies and Procedures. You will also act as lead on all procurement matters for Sport Ireland and provide guidance & support to our internal stakeholders on the rules of the EU Purchasing Directives, National and Corporate guidelines, best practice, cost saving and the most appropriate procurement procedures.

**Reporting To:** Director of Finance & Corporate Services

**Key Duties and Responsibilities**

- Main point of contact for all procurement queries (internal & external).
- Ensure all necessary procurement procedures are followed in line with internal financial controls, Government guidelines & EU directives.
- Drafting Request for Quotes (RFQ's) & Request for Tenders (RFT's) templates.
- Assisting on the development of robust selection & award criteria.
- Managing all RFT's during the eTenders process (end to end).
- Providing costs & overseeing all tender evaluation meetings.
- Drafting and issuing of award & unsuccessful letters post RFT.
- Responding to feedback requests on RFTs.
- Accessing OGP Frameworks & utilising where necessary.
- Drafting of all service contracts in line with Government templates.
- Assisting project leads to any contract management issues.
- Preparation of RFT & contract approvals for Sport Ireland monthly board meetings.
- Collate all required procurement information financial audit processes.
- Act as main point of contact for the Office of Government Procurement (OGP).
- Resolve any issues with invoices where relevant to the contract.
- Reviewing of all quotation paperwork for purchases under tender threshold
- Complete other ad-hoc duties & responsibilities as required.

This is not an exhaustive list, and the role will include any duties required by Sport Ireland from time to time which are appropriate for the position and the needs of the organisation.

**Person Specification:**

**Essential: Qualifications, Experience, Knowledge, Skills, and Abilities**

- Must have - relevant 3rd level qualification or 3 years previous experience working within Public Procurement.
- Practical experience in establishing high value (greater than €50k contract value) commercial procurement arrangements in a regulated or competitive market.
- An understanding of the eTenders (European Dynamics) tendering system.
- Contributed to the planning and delivery of procurement projects.
- Experience of governance, quality assurance and controls in the procurement process.
- A strong focus on results and an ability to prioritise tasks, meeting tight deadlines to deliver successful outcomes.
- Ability to be adaptable and resilient.
- Strong communication & interpersonal skills.
- Experience of operating successfully in and actively contributing to a team environment.
- Strong judgement, problem solving and decision-making ability.

**Desirable**

- Membership of a relevant professional body (such as CIPS, IEI, SCSi, ACCA).
- Must be computer literate in MS Office.
- Must have a proven ability to work effectively as part of a team and on own initiative when required.
- The previous experience working within Procurement in the Public Sector.
- Experience of Government Public Works contracts/CWMF.
- Knowledge of best practice, emerging trends in the area of public procurement.



**Additional Information:**

**Contract:** Full-Time - Maternity Cover - 13 months.

**Salary Scale:** HEO Standard Scale. The appointment will be made on this scale at a point in line with current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

**Location:** Sport Ireland National Sports Campus, Snugborough Road, Blanchardstown, Dublin 15.

**If you would like to apply for this position, please send your CV in confidence to [sportirelandjobs@orangerecruitment.ie](mailto:sportirelandjobs@orangerecruitment.ie) . Closing date for applications is Monday 2<sup>nd</sup> February 2026.**

Sport Ireland is committed to fostering an inclusive workplace which values and benefits from the diversity of the workforce. Sport Ireland is an equal opportunity employer of all qualified individuals. We actively welcome applications from people from all backgrounds and do not discriminate based on any protected groups. If you require reasonable accommodation for the interview, please let us know and we will do our best to assist.

Sport Ireland is a Great Place to Work® Ireland.

