An tÚdarás Rialála Comhlachtaí Tithíochta Ceadaithe
Approved Housing Bodies Regulatory Authority

Title:	**Procurement Specialist**
Employer:	**The Approved Housing Bodies Regulatory Authority**
Salary:	**€58,474 (Entry Level) to €71,437**
Level:	**Senior Staff Officer (Grade 6) (Standard Scale)**
Location:	**Dublin City Centre (Blended Working)**
Closing date:	**12 pm 20th November 2026**

AHBRA BACKGROUND

The Approved Housing Bodies Regulatory Authority (AHBRA) is Ireland's independent regulator of Approved Housing Bodies (AHBs), established under the Housing (Regulation of Approved Housing Bodies) Act 2019.

Our role is to protect tenants, safeguard public investment and promote confidence in the sector through effective, proportionate and risk-based regulation. We maintain the statutory register of AHBs, assess compliance with regulatory standards, monitor AHB performance and take appropriate regulatory action where necessary.

As AHBRA continues to develop as a modern regulator, we are committed to delivering high-quality, evidence-based regulation that supports a well-governed, financially resilient and sustainable Approved Housing Body sector.

JOB SPECIFICATION

AHBRA seeks a Procurement Specialist to join its team and will hold a competition for the appointment of a person to this position. The post is based in our offices in Dublin 2. AHBRA operates a Blended Working Policy.

Reporting to the Corporate Operations Manager the Procurement Specialist will provide professional support across the procurement function as well as oversight of outsourced providers of facilities services to AHBRA. The primary focus of the role is managing overall procurement activity, but responsibilities will also include ensuring

service providers for facilities and health & safety are meeting their regulatory and contractual obligations.

On the procurement side, the role will coordinate compliant, transparent and value-for-money purchasing processes, and ensure robust contract management and supplier relationships. The role holder will play a key role in monitoring service levels, including effective collaboration with internal finance team on contract spend analysis, identifying opportunities for efficiencies, ensuring policies, procedures and regulatory requirements are consistently met.

KEY DUTIES & RESPONSIBILITIES

The duties and responsibilities of the successful candidate will include:

- Co-ordinate and prioritise procurement requests to plan, monitor and manage the pipeline of procurement
- Assess and manage procurement processes, tenders and procedures to ensure compliance with OGP policies and thresholds
- Contribute to setting practical strategies and objectives for the procurement function
- Maintain the corporate procurement register and annual procurement activity record to manage renewals, extensions and variations
- Maintain and monitor the Annual Corporate Procurement plan, ensuring procurement requirements are identified, planned and progressed in a timely and compliant manner.
- Develop and maintain procurement templates and ensure robust record-keeping for audit and compliance
- Promote awareness of procurement process across the organisation by providing guidance, training sessions and practical support materials
- Manage and track performance of the external providers of facilities services including maintenance, environmental reporting, health and safety to ensure they are meeting their regulatory and contractual obligations.
- Any other duties as directed from time to time.

ELIGIBILITY CRITERIA

Candidates must meet the following requirements prior to their appointment:

- Minimum of 2 years' experience in Public Procurement
- Strong understanding of OGP procurement guidelines, e-tenders and contract management
- Qualification (Level 7 of NFQ) or equivalent experience in a relevant field such as procurement, facilities management contract administration

ESSENTIAL CRITERIA

- Track record of managing financial resources within approved budgets
- Skilled in effective communication and building and maintaining working relationships with various stakeholders
- Ability to manage confidential information with discretion

DESIRABLE CRITERIA

- Previous experience in public sector or a regulated environment is advantageous
- Relevant knowledge of Health and Safety compliance

KEY COMPETENCIES FOR EFFECTIVE PERFORMANCE AT THIS GRADE

Applicants must demonstrate, by reference to specific achievements in their career to date, that they possess the following qualities, skills and knowledge required for the role of Procurement Specialist.

Interpersonal & Communication Skills

Excellent communication skills with the ability to develop and maintain good working relationships and communicate effectively with a wide range of audiences including the ability to influence others to action.

Teamwork

Contributes to the development of operational plans and leads the development of team plans fostering a collaborative team-working environment.

Delivery of Results

Able to plan and prioritise work effectively while proactively identifying areas for improvement and developing practical suggestions for their implementation

Analysis and Decision Making

Able to assess information regarding a problem, analyse the information and propose a solution.

Specialist Knowledge

A high level of competency and experience in finance and procurement.

PAY SCALE

Senior Staff Officer Scale (Personal Pension Contribution) as of 1 June 2026

€58,474 – €59,869 – €61,570 – €64,767 – €66,677 – €69,051 LSI1 – €71,437 LSI2

Important Note

New entrants will be appointed on the first point of the scale in line with government policy. Different terms and conditions may apply if immediately before appointment, the successful candidate is a currently serving civil/public servant. The successful candidate will hold the internal title of Corporate Services Leader within AHBRA.

Eligibility to compete

Eligible candidates must be:

a) A citizen of the European Economic Area. 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 visa: or

e) A person awarded international protection under the International Protection Act 2015, or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or

f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa

BLENDED WORKING

AHBRA is committed to excellence in the delivery of our broad range of services and to the quality of our customer service. In this context, AHBRA have implemented a blended working policy while maintaining our commitment to the delivery of the highest standard of services. All employees are entitled to apply for blended working of up to 40% remote working in the probationary period and 60% once probation is successfully completed.

HOURS OF ATTENDANCE

The standard business hours for AHBRA are 9am to 5pm, Monday to Friday.

ANNUAL LEAVE

The annual leave for this role is 23 days, increasing over time depending on service. This is based on a five-day week and is exclusive of statutory public holidays.

OTHER BENEFITS OF WORKING FOR AHBRA

- A permanent pensionable position
- Flexible working hours within defined limits
- Annual leave of 23 days increasing over time depending on service.
- A public sector salary with incremental pay progression (Grade 6 scale)

- Personal development opportunities through employer sponsored academic education, paid study leaves and in-house training and development programmes
- Dynamic and interactive work environment
- Career progression opportunities
- Facilitation of Tax Saver travel tickets and Bike to Work Scheme
- Bike parking onsite
- Modern city centre office, located near Merrion Square, Dublin 2, which is easily accessible by DART, and many bus routes

SUPERANNUATION, RETIREMENT & PRIOR PUBLIC SERVANTS

The minimum age at which pension is payable depends on the rules of the applicable pension scheme.

Retirement Age: will be determined in accordance with the relevant pension scheme and government departmental circulars.

THE SELECTION PROCESS

How to Apply

Complete the application form in full and submit via the online application portal Approved Housing Bodies Regulatory Authority (ahbrajobs.com) by 12 noon on 20th November 2026. AHBRA's recruitment and application programme is supported by Sigmar Ltd. Canvassing by or on behalf of the applicant will automatically disqualify. Any queries should be directed to ahbrajobs@sigmar.ie.

The Selection Process may include the following

- Aptitude testing
- Technical Knowledge or skills-based exercise
- Shortlisting of candidates based on the information contained in their application form
- Initial/preliminary interview
- Presentation or other exercises

- A final competitive interview
- Any other tests or exercises that may be deemed appropriate

In addition, a successful candidate must be passed medically fit to take up the appointment.

AHBRA will conduct a short-listing process. This process will select a number of candidates for interview who, based on an examination of the application forms appear to be the most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application form, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

If a person to whom an offer is made, declines, or having accepted the position relinquishes it, or if any additional vacancy arises, AHBRA may, at its discretion, consider applicants from this process for appointment to any other comparative vacancy within a twelve-month period.

AHBRA is committed to a policy of equal opportunity.

CLOSING DATE

Your application must be submitted via the online application portal Approved Housing Bodies Regulatory Authority (ahbrajobs.com) by 12 noon on 20th November 2026.
If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact ahbrajobs@sigmar.ie.

Campaign updates will be issued to your registered email address as entered on the online application portal.

You are advised to check your emails on a regular basis throughout the duration of the competition; in addition, being sure to check junk/spam folders should any emails be mistakenly filtered.

DATA PROTECTION ACTS, 1988, 2003 AND 2018

Sigmar Recruitment Ltd., in their capacity as Data Processor provide recruitment services on behalf of The Approved Housing Bodies Regulatory Authority (AHBRA), Data Controller. Sigmar create a record in your name, which contains personal information you have supplied. This record is used solely to consider and assess your candidature, and should you be successful, your personal data will be forwarded to AHBRA. Personal data processed is subject to the rights and obligations set out in the Data Protection Acts 1988-2013 and the General Data Protection Regulation (GDPR). Under the GDPR, data subjects whose data is processed by AHBRA are entitled to exercise certain rights against their personal data. You may request to exercise any of these rights, free of charge by contacting the DPO at dpo@ahbregulator.ie. For further information on how the AHBRA process personal data, please see our Privacy Statement: https://www.ahbregulator.ie/legal-compliance/privacy-statement/

For more information on how Sigmar process your personal data, please review the Privacy Statement: https://www.sigmarrecruitment.com/privacy-statement.

If you are dissatisfied with the handling of a Data Protection request you make with AHBRA, or you believe AHBRA is falling short of its data protection obligations, please contact the AHBRA DPO.

Please note you also have the right to lodge a complaint with the Data Protection Commissioner: https://forms.dataprotection.ie/contact.