

## Contracts and Procurement Advisor



### National Portrait Gallery

The National Portrait Gallery houses a unique collection of all forms of portraiture of the people who have made or who are currently contributing to British history and culture. With more than 2 million visitors each year, the Gallery is one of the country's most important and popular galleries.

Contracts and Procurement Advisor  
Full-time, 40 hours per week (5 days)  
£45,000 per annum

As the Contracts and Procurement Advisor you will have a unique opportunity to work within two national galleries (the National Portrait Gallery and the National Gallery).

You will be responsible for providing support and advice to staff on achieving best value for money when procuring goods and services while also ensuring procurement best practice through compliance with public procurement legislation and the Galleries' policies and procedures. You will also advise on the wording of contracts and other agreements and assist with contractor negotiations. You must be MCIPS or equivalent with substantial experience of working within the field of procurement and contracts, ideally within the public sector.

Full details of this and all other employment opportunities at the Gallery can be viewed at our website [www.npg.org.uk/jobs](http://www.npg.org.uk/jobs) or requested by e-mailing: [personnel@npg.org.uk](mailto:personnel@npg.org.uk). Closing date for applications is 9.00am on Wednesday 30 May 2012. We are expecting to hold interviews on Tuesday 12 June 2012.

The Gallery is committed to equality and is a member of the Employers' Forum on Disability, Race for Opportunity and the Equality Exchange.

<b>Location:</b>	London
<b>Category:</b>	Buildings and facilities
<b>Duration:</b>	
<b>Type of Contract:</b>	Permanent
<b>Hours:</b>	Full Time
added: May 17, 2012	deadline: May 30, 2012

More information: <http://www.npg.org.uk/about/jobs/current-vacancies.php>