



## Procurement Manager

Division: President & CEO's Office

Unit: Procurement

Location: Moose Jaw or Regina, Saskatchewan

Salary: MC 7 (\$95,100 - \$118,860 Annually)

**Competition Number: WSA-02-2024/25**

Are you passionate about doing meaningful work? Do you care about water as one of our most important resources? The Water Security Agency is seeking an enthusiastic individual to join the Procurement team.

We are looking for a self-starting innovative individual who encourages differing opinions and perspectives and seeks continual improvement. You follow through on commitments and strive to maintain positive, collaborative relationships with internal and external stakeholders.

Reporting to Legal Services, an employee in this role will work directly with Water Security Agency (WSA) management, staff and suppliers to manage all procurement processes and activities.

The employee will manage procurement staff; develop optimal sourcing strategies; develop and review procurement policies; ensure compliance with various trade agreements; negotiate with external vendors; finalize purchasing details; examine existing contracts and track and report KPIs all while building key relationships internally and externally.

The employee will lead the management of the procurement functional unit and process as well as provide leadership to unit employees and streamline the procurement process.

You will manage all organizational procurement activities; build relationships with upper management, including taking directives and applying it to organizational needs; develop and maintain effective working relationships with internal and external clients; relay procurement activities, issues and opportunities both up and down the organizational hierarchy.

Working collaboratively with stakeholders, you will strive for excellence and act with integrity while representing WSA's interests. You are committed to operating within established guidelines and value safe work practices.

You will possess a Business, Law, Engineering or related degree along with 8 years of direct experience in procurement/purchasing being a preferred asset. SCMP, CPSM, PMP, CIPS, Lean/Six Sigma certification would be preferred, but not required.

This role is subject to a satisfactory criminal record check. We offer rewarding career opportunities, competitive salaries and a comprehensive benefits package. To learn more about the work we do visit [wsask.ca](http://wsask.ca)

### To Apply:

Please submit a cover letter, quoting the competition number **WSA-02-2024/25** and a detailed resume by **5:00pm on May 9, 2024** to:

Human Resources  
Water Security Agency  
Moose Jaw, Saskatchewan S6H 7X9  
**Email: [hr@wsask.ca](mailto:hr@wsask.ca) (Preferred method)**

We would like to thank all applicants for their interest; however, only those selected for an interview will be contacted.