

Job Title: Senior Procurement Specialist

Job ID: 15337

Location: Fort Smith

Full/Part Time: Full-Time

Regular/Temporary: Regular

Department Information

The Department of Infrastructure (INF) provides high quality services to the public and Government of the Northwest Territories' (GNWT) departments, boards and agencies including the planning, design, construction, acquisition, operation and maintenance of public transportation infrastructure and the buildings, works and equipment required for the GNWT to deliver its programs and services. INF makes essential petroleum products available for sale to the public where these products are not provided by the private sector, and promotes the development and increased use of energy efficient technologies. INF also regulates electrical and mechanical safety services and licenses individuals and vehicles operating in the territory.

For more information please refer to the Department of Infrastructure website at <http://www.inf.gov.nt.ca/>

Job Information

The Senior Procurement Specialist (SPS) works as a key member of the Procurement Shared Services team in providing professional and valued added services in the procurement of goods and services on behalf of departments, boards and agencies throughout the GNWT (Government of the Northwest Territories), along with expert advice on tendering, contracting, contract administration and contract management.

Located in Fort Smith and reporting to the Manager, Procurement Shared Services, the Senior Procurement Specialist is responsible for providing efficient, effective and professional procurement and contracting services for all GNWT departments supported by the GNWT's Procurement Shared Services function, in accordance with GNWT legislation, procurement policies, procedures and industry best practices.

There are 1-2 Procurement Specialists who report directly to the SPS. Working in a team environment, the incumbent participates in the development and implementation of policies, systems and procedures to ensure professional, fair and consistent tendering and awarding of contracts. This includes providing expert advice to client departments, boards and agencies.

The responsibilities of this position include:

- Providing expert advice, consults with and maintains effective communications and working relationships with client department, board and agencies throughout the NT
- Providing direction, guidance, support, training and assignment of work to Procurement Specialists
- Planning, organizing and conducting professional procurement services of a diverse range of goods and services
- Planning, organizing and conducting the procurement of centralized bulk purchases and complex, high volume and commonly used goods and services

- Develop and maintain effective communications and working relationships with suppliers and contractors and maintains a comprehensive knowledge of the industrial sector to ensure adequate sources of supply
- Tracks, records and reports on contract decisions for procurement services
- Safeguards the interest of the GNWT and the public

The following knowledge, skills and abilities are beneficial to this position:

- Ability to understand, interpret and implement policies, contract regulations and procedures
- Technical knowledge of procurement policies and procedures, types of contracts, negotiating and interviewing techniques and sources of supply
- Ability to communicate clearly and effectively, orally and in writing
- Ability to work with people in an effective, tactful manner
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Ability to analyze and evaluate contracting issues and legalities
- Ability to plan, organize and assign work, and evaluate the performance of subordinate staff

Typically these qualifications would be attained by:

- Achieving SMCP Designation or Level 4 status or equivalent with National Institute of Gov't Purchasing (NIGP)
- OR**
- Diploma in Commerce or Business Administration with 5 years of progressive experience in supply chain management, procurement, contract management and administration

Equivalencies

Equivalent combinations of education and experience will be considered.

Salary Information

The salary for this position starts at \$46.85 per hour (approximately \$91,357.50. per annum) plus an annual Northern Allowance of \$6,180.

Eligibility

Eligibility lists may be created from this competition to fill future term and indeterminate positions.

Criminal Records Check

Candidates must provide a satisfactory criminal record check. Failure to provide a satisfactory check may deem you disqualified from the competition.

Affirmative Action

Candidates must clearly identify their eligibility in order to receive priority consideration under the Affirmative Action Policy.

Diversity and Inclusion

The Government of the Northwest Territories is an inclusive workplace. If you have a disability and you require support during the hiring process, you are encouraged to identify your needs if you are contacted for an assignment or interview so that you may be accommodated during the hiring process.