



IDENTIFICATION

Department		Position Title	
Finance		Contracts Administrator	
Position Number		Community	Division/Region
15-14451		Fort Smith	Procurement Shared Services/South Slave

PURPOSE OF THE POSITION

The Contracts Administrator develops, implements, and administers the tendering and contracting processes of the GNWT Procurement Shared Services tender desk, to ensure accurate and timely contracting is adhered to in accordance with GNWT legislation, procurement policies, procedures and industry best practices to ensure accuracy and consistency of the tendering and contracting practices and information.

SCOPE

The GNWT's objectives for contracting are to acquire goods and services in a way that guards against and mitigates risk, enhances suppliers' access to contracts, understands the market, encourages competition, supports benefits for northern businesses and reflects fairness, transparency, and integrity in the spending of public funds.

The GNWT Procurement Shared Services (PSS) is accountable and responsible for providing a range of contracting and procurement services for GNWT Departments, Boards and Agencies, and includes operational offices in Yellowknife and the regional centers. Under the procurement shared services model, these responsibilities must be fulfilled for each respective client with often competing priorities, timelines and workload demands. In addition, the GNWT's contracting and procurement activities must be transparent and open to public scrutiny often with a high degree of political sensitivity; as such, it is imperative PSS activities are completed in accordance with Agreement on Internal Trade, GNWT legislation, procurement policies, procedures, land claim agreements, Memorandum of Understandings (MOU), and industry best practices.

Located in Fort Smith and reporting to the Senior Procurement Specialist, the Contracts Administrator is responsible for administering the contract tendering and Request for Proposal (RFP) processes within the PSS function, in accordance with GNWT legislation, procurement policies, procedures and industry best practices.

The Contracts Administrator organizes and administers several aspects of contracting including, advertising, compiling tender packages, receiving and opening tenders, validating and recording data, researching, developing reports, provides advice and training, responding to inquiries and maintains files.

The completeness and accuracy of the work is essential to maintain the reputation of the GNWT and its contracting practices, avoid potential liability.

RESPONSIBILITIES

1. Organizes and manages the contract tendering and/or RFP processes to ensure consistency and compliance with government policy and procedures. The completeness and accuracy of the work is essential to maintain the reputation of the GNWT contracting practices.

- Verifies contract approvals by researching and confirming the signing authorities.
- Administers advertising for tenders including editing, approving and placing ads.
- Reviews the completeness and accuracy of tender packages prior to distribution.
- Directs the preparation and distribution of tender packages prior to distribution.
- Responds to inquiries from bidders.
- Publicly opens tenders and records the result.
- Reviews the application of the Business Incentive Policy (BIP).
- Maintains records of all documents picked up by vendors for tenders or proposal call.
- Responsible for distribution of amendments to tenders and proposals.
- Receives all incoming tender and proposal packages, ensuring time deadlines are strictly observed and adhered to.
- Notifies vendors of changes to deadlines, addendums or changes to terms and conditions.
- Maintains a contract log for incoming requisitions.
- Provides information on contracts and general contract practices to the public, consulting associations, contractors and consultants.

2. Maintains the contract files to ensure the completeness of the files. Lack of documentation could lead to potential loss if contractors are paid without being eligible, liability for the GNWT if various securities are not in place, and embarrassment and diminished reputation if contractors are eligible but payment is withheld due to mistakes. Lack of Workers' Safety and Compensation Commission (WSCC) security could lead to lack of coverage for injured workers and therefore, financial liability for the GNWT.

- Ensures contract security, insurance and signed documents are in place at the beginning of each contract.

- Maintains, updates and ensures the appropriate documentation is stored in each file, for the life of the contract in both electronic (DIIMS) and paper files.
 - Follows-up with contractors/suppliers to secure appropriate documentation is maintained and updated on file. Information can include but is not limited to insurance, security, criminal records checks, qualifications and other relevant information.
 - Liaises with WSCC to verify contractor is in good standing prior to payment.
 - Files all contract related documentation in the appropriate files.
- 3. Administers the Contract Information System (CIS) to ensure timely and accurate contract information is available to staff and management for making decisions and responding to requests for information from other departments, agencies, Ministers and MLAs.**
- Recommends changes to the CIS.
 - Trains other in the use of CIS.
 - Analyzes and validates incoming contract data and enters in CIS.
 - Responds to questions and problems in regards to the CIS.
 - Develops and provides reports when requested.
- 4. Collects, compiles and posts data on the Contract Notice Board to provide internet access to members of the public who wish to bid on government tenders/RFPs or find results from tenders and RFPs. Inaccuracies could lead to diminished reputation of the government and their contracting practices, and potential liability, if decisions are made using faulty data resulting in loss or damage for contractors and others.**
- Posts all tenders, RFPs, and contracts valued over \$5,000 on the contract notice board.
 - Updates the contract registry with the results of the tender, RFPs and BIP adjustments.
 - Tracks and includes information from all addendums.
 - Enters data from tender closures.
- 5. Develops and implements contract administration procedures to ensure correct contract administration practices are consistent with the government policy and procedures. Inconsistency could lead to errors resulting in loss of reputation and potential financial liability if loss or damages occurs due to faulty process.**
- Develops procedures on contract administration activities.
 - Assists with training other regional centres when required.
 - Responds to questions and requests for assistance from client departments and contractors.
- 6. Maintains the GNWT's Operational and Administrative Records Classification System (ARCS and ORCS) for GNWT Procurement Shared Services Centre by:**
- Ensuring that the records are filed in a timely manner.
 - Ensuring adherence to all GNWT records management guidelines and procedures.
 - Ensuring the efficient maintenance, storage and retrieval and disposition of records in accordance with the Records Management guidelines.
 - Processing all records retrieval requests.

- Liaising with Records Management to processes records transfer and record dispositions.

7. General departmental duties as assigned by the Manager, Finance and Administration, on a daily schedule, including but not limited to the following:

- Taking messages, routing visitors or callers to proper individuals.
- Providing information and assistance to Contractor and visitors to the department.
- Responding to general inquiries, in person or by telephone. These contacts are both internal and external customers.
- Procurement of goods and services when requested.

WORKING CONDITIONS

Physical Demands

No unusual demands. There is an occasional need to lift boxes weighing approximately 15 lbs.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

Contracting policy and procedure calls for very strict time lines on the various steps of the process. Levels of contracting activity fluctuate without notice, and last minutes change to documents is common. Priorities and timelines shift regularly and with short notice. Meeting deadlines is critical.

Contractors with problems relating to the process often confront the incumbent, who may have to deal with the issue without the time or opportunity to seek assistance.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of purchasing, contract law, contracting practices and the application of contract administration procedures in order to recognize when situations require corrective action or referral in order to ensure compliance with government policy and procedures.
- Knowledge of database applications to support the development, revision and effective use of database for timely and easy provision of data.
- Ability to work effectively in a team environment where critical and tight timelines dictate co-operation and coordination, and sharing of tasks among all members of the team.
- Ability to comprehend and follow both written and verbal instructions.

- Ability to read and understand material safety data sheets and knowledge of the Workplace Hazard Material Information System (WHMIS).
- Excellent oral and written communications skills.
- Excellent time management and organizational skills and ability.

Typically, the above qualifications would be attained by:

Progressive experience (2-3 years) in supply chain management, procurement, contract management and administration in the public or private sector, combined course work through the Purchasing Management Association of Canada (PMAC).

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - READING COMPREHENSION:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - WRITING SKILLS:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred