



## **IDENTIFICATION**

| <b>Department</b>      | <b>Position Title</b>  |                                |
|------------------------|------------------------|--------------------------------|
| Finance                | Procurement Specialist |                                |
| <b>Position Number</b> | <b>Community</b>       | <b>Division/Region</b>         |
| 15-15868               | Yellowknife            | Procurement Shared Services/HQ |

## **PURPOSE OF THE POSITION**

The Procurement Specialist works as a key member of the Procurement Shared Services team by providing professional and valued added services in the procurement of goods and services on behalf of departments, boards, and agencies throughout the Government of the Northwest Territories.

## **SCOPE**

The Government of the Northwest Territories (GNWT') objectives for contracting are to acquire goods and services in a way that guards against and mitigates risk, enhances vendor 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 Division (PSS) is responsible for providing a range of contracting and procurement services for GNWT Departments, Boards and Agencies. The PSS headquarters operates in Yellowknife while maintaining offices in regional centres as well. Under the shared services model, these responsibilities must be fulfilled for each 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 that PSS activities are completed in accordance with trade agreement obligations, legislation, procurement policies, guidelines, procedures, and industry best practices.

PSS is responsible for the procurement of goods valued \$25,000 and over, and services valued \$10,000 and over, for the various GNWT departments, boards, and agencies.



Located in Yellowknife and reporting to a Senior Procurement Specialist, the Procurement Specialist is responsible for providing efficient, effective, and professional procurement and contracting services for all GNWT clients that are supported by the PSS office.

Working in a shared services team environment, the incumbent participates in the development and implementation of policies, systems, and procedures to ensure the professional, fair, and consistent administration of government contracts.

The activities and duties of the incumbent have a direct impact on the finances and risk management of the GNWT, and a failure to appropriately administer a procurement process can result in significant legal and financial risks for the government.

## **RESPONSIBILITIES**

### **1. The Procurement Specialist consults and maintains effective communications and working relationships with client departments, boards, and agencies throughout the Northwest Territories.**

- Engages clients to prepare procurement documents that ensure clients receive quality services and/or goods.
- Participates in the development of procurement documents and leads the process for the evaluation of proposals with client departments.
- Collaborates with clients to identify potential improvements.
- Maintains open communication with clients during the procurement process.
- Assists with the resolution of disputes between clients and vendors.

### **2. Plans, organizes and delivers professional procurement services for a diverse range of goods and services.**

- Determines the most effective method of procurement (competitive, negotiated, sole source, Request for Proposals, Request for Tenders).
- Organizes and procures goods and services for clients throughout the Northwest Territories (many projects run concurrently with varying degrees of complexity).
- Develops and prepares territory-wide bulk purchases, standing offer agreements, request for proposals, tenders and contracts for standard, high volume and/or commonly used goods and services on behalf of client departments, boards, and agencies.
- Ensures appropriate approvals are in place prior to initiating a procurement or contract.
- Prepares evaluation criteria in collaboration with client departments and leads proposal evaluation processes to ensure fairness and compliance with applicable policies and procedures.



- Oversees the potential negotiation of complex and politically sensitive high value contracts.
- Maintains vendor/commodity files and/or specifications on sources of supply, costs, delivery, vendor performance and quality requirements for SOA.
- Works closely with clients to assist in planning, developing, and implementing methods and systems for improving operational efficiency in all areas of supply chain management.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands.

#### **Environmental Conditions**

No unusual demands.

#### **Sensory Demands**

No unusual demands.

#### **Mental Demands**

This position undertakes work for which there will be high client expectations for quality and timely completion of procurement processes. The position will be under pressure to deliver projects on time, while understanding and managing the need for consistent client and end-user collaboration throughout the procurement phase. The position may deal with upset vendors from time to time, which can create stressful situations.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to understand, interpret and implement policies, contract regulations and procedures.
- Knowledge of procurement policies and procedures, types of contracts, negotiating, and sources of supply.
- Ability to communicate clearly and effectively, orally and in writing.
- Ability to work with people in an effective and tactful manner.
- Knowledge of general accepted accounting principles (GAAP).
- Knowledge of Canadian contract law principles.
- Ability to analyze and evaluate contracting issues and legalities.
- Knowledge of Microsoft Office products (Word, Excel, PowerPoint, and Outlook).
- Knowledge of Enterprise Resource Planning systems.



- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

A diploma in Commerce or business with 2 years of relevant experience.

Equivalent combinations of education and experience will be considered.

**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