



IDENTIFICATION

Department	Position Title	
Finance	Contracts Administrator	
Position Number	Community	Division/Region
15-4905	Yellowknife	Procurement Shared Services/HQ

PURPOSE OF THE POSITION

The Contracts Administrator develops, implements and administers the tendering and contracting processes of the Government of Northwest Territories (GNWT) Procurement Shared Services (PSS) 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

Located in Yellowknife and reporting to the Manager, Quality Assurance, the Contracts Administrator is responsible for administering the contract tendering and RFP (Request for Proposal) processes within the PSS function of the Department, in accordance with GNWT legislation, procurement policies, procedures and industry best practices.

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 PSS will be accountable and responsible for providing a range of contracting and procurement services for GNWT Departments, Boards and Agencies, and will include operational offices in Yellowknife and the regional centers. Under the PSS 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, and industry best practices.

The PSS organization will be accountable and responsible for managing approximately \$90 - \$100 million annually in contract and procurement activities originated by GNWT departments, boards and agencies.

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

This position provides support on a Territorial wide basis, and provides advice on Contract Administration to Project Officers, Managers, Procurement Professional, client departments, boards and agencies from within a Shared Services Environment. This position is required to coordinate with the NWT Construction Association on posting tenders to the Electronics Plans room.

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

RESPONSIBILITIES

1. Organizes and manages the contract tendering and/or RFP process 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 requisition approvals by researching and confirming the signing authorities
- Administers advertising for events including editing, approving and placing ads.
- Reviews the completeness and accuracy of event packages prior to distribution and posting.
- Directs the preparation, distribution and posting of tender packages prior to distribution.
- Responds to inquiries from bidders.
- Publicly opens events and records the result.
- Reviews the application of the Business Incentive Policy.
- Maintains records of all documents picked up by vendors for events call.
- Responsible for distribution of amendments and addendums to events.
- Receives all incoming event 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 using the eProcurement system.
- Provide information on events, contracts, the Contract Events Opportunity (CEO) website, 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 WSCC security could lead to lack of coverage for injured workers and therefore, financial liability for the GNWT.**
 - Ensure 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 (DIMM) 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 Workers' Safety and Compensation Commission (WSCC) to verify contractor is in good standing prior to payment.
 - Files all contract related documentation in the appropriate files.
 - Updates SAM eProcurement with appropriate information.
- 3. Administers the CEO website 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, MLAs and the general public.**
 - Recommends changes to the CEO.
 - Trains other in the use of CEO.
 - Analyzes and validates incoming contract data and enters in CEO.
 - Responds to questions and problems in regards to the CEO.
 - Develops and provides reports when requested.
 - Assists vendors and contractors with using the system
- 4. Collects, compiles and posts data on the CEO website to provide internet access to members of the public who wish to bid on government events or find results from events. 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.**
 - Posting all events on the CEO website
 - Updates the Contract registry with the results of the events and BIP (Business Incentive Policy) adjustments where required.
 - Tracks and includes information from all addendums.
 - Enters data from event 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 and trains regional centers.
- Responds to questions and requests for assistance from staff, other regions and contractors.

6. Maintains the GNWT's Administrative Records Classification System for GNWT PSS Centre by:

- Ensures that the records are filed in a timely manner.
- Ensures that all GNWT records management guidelines and procedures are adhered to.
- Ensures the efficient maintenance, storage and retrieval and disposition of records in accordance with the Records Management guidelines.
- Process all records retrieval requests.
- Liaises with the Records Management to processes records transfer and record dispositions.

7. General departmental duties as assigned by the Contract/Procurement Quality Assurance Advisor on a daily schedule, which includes but is 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 pounds.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

Position deals with shifting priorities, timelines and critical deadlines. 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
- Ability to use tact and diplomacy with clientele

Typically, the above qualifications would be attained by:

This knowledge is usually obtained through 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 Supply Chain Management Association (SCMA) of Canada.

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