



IDENTIFICATION

Department	Position Title	
Infrastructure	Senior Procurement Officer	
Position Number	Community	Division/Region
33-15039	Hay River	Marine Transportation Services / South Slave

PURPOSE OF THE POSITION

As a member of the Marine Transportation Services Division, the Senior Procurement Officer provides professional and valued added services in the procurement of goods and services on behalf of the Division, along with advice on tendering, contracting, contract administration and contract management.

SCOPE

The Department of Infrastructure is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the operation and maintenance of public buildings and transportation infrastructure and systems, project management, facilities planning, design and technical support services, environmental assessment and remediation, property management, procurement shared services, information technology, information management, disposal of surplus property and goods motor vehicle and mechanical/electrical regulatory services and fleet management.

Marine Transportation Services is responsible for the effective and profitable provision of essential marine transportation services and the immediate and long-term viability of the business that is Government of the Northwest Territories (GNWT) Marine Transportation Services (MTS). The Division accomplishes this through the deployment of the GNWT owned fleet of vessels to transport goods on Great Slave Lake, the Mackenzie River and the waters of the Arctic coast, and the effective use of the GNWT Shipyard and Marine Terminals.

The Division is also responsible for the purchase and delivery by GNWT MTS of bulk petroleum products to six (6) water-accessible NWT communities served by the Petroleum Products Program and to diesel power plants at eight (8) NWT communities served by the Northwest Territories Power Corporation (NTPC), in addition to other communities located in the Western Arctic.

Located in Hay River and reporting to the Comptroller, Marine Transportation Services, the Senior Procurement Officer is responsible to provide efficient, effective and professional procurement and contracting services for the GNWT's Marine Transportation Services Division, This position also provides supervision to one Procurement Officer.

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 Procurement unit is responsible for providing a range of contracting and procurement services for the Division. These responsibilities must be fulfilled for each respective client with often competing priorities, timelines and workload demands. The GNWT's contracting and procurement activities must be transparent and open to public scrutiny often with a high degree of political sensitivity; it is imperative MTS activities are completed in accordance with GNWT legislation, procurement policies, procedures and industry best practices.

Working in a Marine Transportation Services 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 and that the process is carried out in a controlled manner with due regard for risk management. This includes providing advice on the proper contracting processes, providing contract management support, and providing training and guidance to the Procurement Officer.

Procurement activities and providing contract advice impact upon the legal risk management and finances of the Division. Failure to provide accurate advice and procure in an appropriate manner can result in significant risk of liability under Canadian procurement law and/or financial losses and political embarrassment to the Division and the GNWT.

RESPONSIBILITIES

1. The Senior Procurement Officer provides advice, consults with and maintains effective communications and working relationships within the Division.

- Analyzes the Division's procurement requirements;
- Collaborates and liaises with divisional staff in providing professional procurement services;
- Provides advice to clients on the most appropriate method (competitive, negotiated, sole source, Standing Offer Agreements (SOA's), Request for Proposals (RFP's)) of procuring goods and services on the Division's behalf, based on interpretation and assessment of established policies, practices, experience and in accordance with all legislation, GNWT policies, procedures, and initiatives;
- Develops procurement plans on complex, sensitive, political or high valued projects;
- Engages clients in the development of tenders and RFP's to ensure that clients receive quality services and/or goods as required;
- Participates in creating, and provides expert advice in the development of RFP's and chairs the evaluation process of proposals;

- Collaborates with divisional staff to identify improvements and rectify problems with contracting issues;
- Provides advice and support to clients on contract management issues and dispute resolution;
- Maintains open communication with clients during the procurement process to ensure client satisfaction,
- Meets with clients on a regular basis to assess the level of services being provided;
- Mediates and rectifies disputes between clients and suppliers/contractors; and
- Responds to inquiries from clients concerning the level of service provided by vendors and contractors on contracts, SOA's, bulk purchases or purchases.

2. Responsible for providing direction, guidance, support, and training and assigning work to the Procurement Officer in providing professional procurement services.

- Provides training and advice and support to the Procurement Officer on contracting, tendering, procedures and policies;
- Coordinates and monitors the distribution of work for the Procurement Officer;
- Completes the purchase of good and services for clients or assigns the work to the Procurement Officer;
- Assists and provides guidance in preparing and developing tenders, RFP's, contracts and SOA's;
- Assists with and provides support for negotiations of high value contracts;
- Assists in resolving contract disputes in order to avoid litigation and political embarrassment;
- Ensures the procurement of goods and services are meeting or exceeding client expectations in accordance with established service level agreements with clients;;
- Monitors procurement performance goals and measurements to continually improve the level of service provided to clients;
- Manages the performance evaluation process including follow up; provides acknowledgement and ongoing feedback as required;
- Initiates and follow through with disciplinary action in a positive and constructive manner as required;

3. Plans, organizes and conducts professional procurement services of a range of goods and services on behalf of clients in a Marine Transportation services environment.

- Provides professional purchasing services in accordance with GNWT policies, directives and guidelines;
- Determines the best and most effective method (competitive, negotiated, sole source, SOA, RFP) of procuring goods and services for the client in accordance with all legislation, GNWT policies, procedures, and initiatives;
- Responsible for organizing and procuring of goods and services for clients; many projects run concurrently with varying degrees of complexity;
- Ensures requisitions are properly authorized with regard to Financial Authorities and funds are committed prior to initiating the contract;

- Examines contract demands and purchase requisitions with program managers;
- Prepares appropriate tender, RFP's and contract documentation;
- Prepares and/or provides expert advice and assistance on the development of proposals and tenders for generally high value or politically sensitive services;
- Prepares evaluation criteria in collaboration with clients and/or participates in RFP evaluations process to ensure a fair process, which involves persuasion, negotiation and provision of expert advice and guidance, influencing decisions relating to high value, politically sensitive contracts.
- Responsible for any negotiations and/or arbitration of complex, politically sensitive and large volume contracts;
- Coordinates and monitors contract tendering and RFP's for goods and services;
- Evaluates and awards tenders to the lowest responsive, responsible bidder in accordance with the specifications, terms and conditions of the tender, legislation, GNWT policies, procedures, and initiatives;
- Obtains proof-of-delivery from, and approves payment to, vendors;
- Assists with and provides support for negotiations of high value contracts;
- Assists in resolving contract disputes;
- Monitors procurement performance goals and measurements to continually improve the level of service provided to client departments, boards and agencies; and
- Monitors the contracting, tendering, purchasing process to ensure accuracy and consistency are maintained.

4. Plans, organizes and conducts the procurement of centralized bulk purchases and complex, high volume and commonly used goods and services.

- Collaborates with other procurement professionals to identify commodities and services that may be procured utilizing bulk purchases or SOA's;
- Establishes SOA's for complex, high volume and commonly used goods and services;
- Develops and prepares bulk purchases and SOA's for complex, high volume and/or commonly used goods and services (e.g. computers, advertising);
- Collaborates with clients and contractors to identify improvements and rectify problems with established SOA's;
- Provides ongoing contract administration and support for all established SOA's including value and vendor analysis and ensures all necessary insurance's and documentation have been received;
- Evaluates and renews existing SAO's prior to expiry;
- Ensures all required documents are provided, and approval processes followed, prior to initiating bulk purchases;
- Monitors the usage of SOA's and bulk purchases through reports
- Ensures proof of delivery is obtained prior to approving payment on bulk purchases for the Division;
- Maintains vendor/commodity files and/or specifications on sources of supply, costs, delivery, vendor performance and quality requirements for SOA's.

5. Develops and maintains effective communications and working relationships with suppliers and contractors and maintains a comprehensive knowledge of the industrial sector to ensure adequate sources of supply

- Liaises with suppliers in areas of government policies, regulations and procedures, as necessary;
- Expedites deliveries with suppliers and provides clients with updated order information/status;
- Interviews sales and account representatives regarding material availability, new products and sources of supply;
- Mediates and rectifies disputes or issues with suppliers;
- Seeks sources and alternate sources of supply through trade directories, internet, manufacturers, and suppliers;
- Communicates with suppliers on awards, bidder's meeting, and other procurement related questions;
- Debriefs unsuccessful proponents on their proposals in regards to providing them feedback on where they did well, where their proposal was weak, and how they could improve future proposals.

6. Tracks, records and reports on contract decisions for procurement services provided on behalf of the Division.

- Prepares and maintains complete records of contracts, contractors and consultants;
- Researches, analyzes and develops standardized forms, letters, contracts and tender document frameworks, transmittals and tender data forms to facilitate the contracting process;
- Maintains appropriate system records and report contract activity;
- Provides the contracting information necessary for annual reports on the public accounts, statistical contract information, local and northern involvement.

7. Safeguards the interest of the GNWT and the public.

- Establishes procedures for the orderly resolution of contracting disputes;
- Coordinates all formal contract claims and contract related litigation action against the Division when required;
- Reviews and analyzes the substance of cases with the project staff on specific cases and provide advice as appropriate;
- Consults and coordinates cases with expert legal and financial advice;
- Prepares reports and makes recommendations;
- Identifies and makes recommendations to improve operational efficiency in all areas of materials management/logistics activities.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

Some travel to other communities may be required.

KNOWLEDGE, SKILLS AND ABILITIES

- Procurement policies and procedures, types of contracts, and sources of supply;
- Working knowledge of legal issues involved in managing contracts;
- Project management and logistics management;
- Cost accounting and general accepted accounting principles (GAAP);
- Ability to maintain a proactive approach to risk management;
- Ability to understand, interpret and implement policies, contract regulations and procedures; ability to analyze and evaluate contracting issues and legalities;
- Skilled in developing professional relationships;
- Ability to communicate clearly and effectively, orally and in writing;
- Ability to work with people in an effective, tactful manner;
- Skilled in negotiating and interviewing techniques;
- High degree of personal organization ability;

Typically, the above qualifications would be attained by:

- Achieving Purchasing Management Association of Canada (PMAC) Level 4 status, or equivalent level with the National Institute of Governmental Purchasing (NIGP),

Or

- Diploma in Commerce or Business Administration and 5 years of progressive experience in supply chain management, procurement, contract management and administration.

ADDITIONAL REQUIREMENTS

Position Security

- 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

Aboriginal language: To choose a language, click here.

- Required
- Preferred