



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Intern, Contracts Administrator	
Position Number	Community	Division/Region
48-16893	Yellowknife	Materials Management and Contracting

## PURPOSE OF THE POSITION

The Contract Administrator, Intern assists with the processing and procurement of contracts for the Northwest Territories Health and Social Services Authority (NTHSSA) in accordance with operational requirements. The role is critical in ensuring that accurate and timely contracting processes are adhered to in accordance with GNWT legislation, procurement policies, procedures and industry best practices. This helps to ensure accuracy and consistency of the tendering and contracting practices and information.

## SCOPE

The NTHSSA is headquartered in Yellowknife and is responsible for delivering health and social services in most communities across the Northwest Territories (NWT). The NTHSSA covers 1.2 million square kilometers and services approximately 43,000 people, including First Nations, Inuit, Metis, and non-indigenous peoples. The NTHSSA delivers a full-range of primary, secondary and tertiary health and social services including family services, protection services, continuing care services, diagnostic and curative services, care placements, mental health, addictions, rehabilitation, and developmental activities. These services are delivered by more than 1,400 health and social services staff.

Located in Yellowknife and reporting to the Manager of Contracts, the Contract Administrator, Intern is responsible for providing administrative support to the contract process for the NTHSSA. The Contract Administrator, Intern assists the Manager of Contracts in supporting the Program Managers through the contract process, determining if the requests will be sole sourced, or competitively tendered, with support from Procurement Shared Services (PSS) of the Department of Infrastructure, in accordance with the GNWT Finance Administration Manual, acts, policies, regulations, directives, financial accounting requirements, NTHSSA 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 NTHSSA will be accountable and responsible for the information and direction provided to PSS through the procurement process 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 that the contracting activities are completed in accordance with the Agreement on Internal Trade, GNWT legislation, procurement policies, procedures, land claim agreements, Memorandum of Understandings, and industry best practices.

The NTHSSA Contracting Team will be accountable and responsible for providing advice and guidance to the Program Managers or managing approximately \$90 - \$100 million annually in contract and procurement activities originating from various program areas within the NTHSSA.

The Contracts Administrator, Intern assists with organizing and administering of several aspects of contracting including, reviewing requests for completeness, providing examples of sole source authorizations, terms of reference, coding, reporting, approval process, next steps, payment documents, supporting documents and working with both the Manager of Contracts, PSS staff, and Program Areas in facilitating the contract procurement processes.

This position provides support on a Territorial wide basis and provides supports on contracts to Program Managers though out the NTHSSA.

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

## **RESPONSIBILITIES**

### **1. Assist with Administration of Contracts to external service providers.**

- Provides assistance with the organization and management of 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.
- Provides support and assistance to program personnel regarding the execution of program delivery contracts to ensure GNWT policies and procedures are followed.



- Provides assistance with maintenance of master contract files in accordance with defined policies and guidelines.
- Ensures all required documentation is received and verified to ensure compliance to contract terms and for the processing of contract payments.
- Supports the Manager of Contracts and Contracts Administrator in reviewing and resolving contract related issues as appropriate.

**2. Supports the development and administration of the NTHSSA Contribution Agreements.**

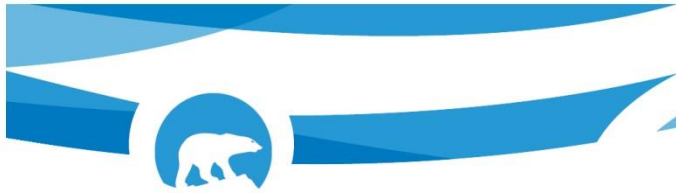
- Provides assistance to Manager of Contracts with drafting and formatting Contribution Agreements using prescribed templates, and following up with Recipients and the appropriate NTHSSA approvers based on the signing authority to ensure Contribution Agreements are promptly executed.
- Assists with preparing voucher requests and submitting of the contribution agreement payment information to Financial Shared Services (FSS) consistent with payment terms of the Contribution Agreements.
- Assists with investigating payment and other issues and ensuring these issues are promptly resolved as they arise.
- Assists with following up with Program Managers to ensure reporting obligations for Contribution Agreements are fulfilled, and that Contribution Agreements, interim and final reports are received and filed.

**3. Supports the renewal of NTHSSA Lease Agreements/Contracts for staff accommodation.**

- Assists with processing requisitions to initiate lease payments by way of completing voucher requests and coordinating submitting the payment information to FSS to set up recurring payments on the leases.
- Assists with maintaining lease agreements in electronic and other means, and updating master spreadsheet on the leases as required.
- Assists with obtaining confirmation from Program staff regarding new and existing lease agreements including ones that need renewal to ensure payment information is properly set up in a timely manner to avoid delays in payment.

**4. Maintains contract files to ensure completeness and regular updates of the files.**

- Assists with gathering contract insurance and signed documents to ensure they are in place for multi-year contracts.
- Assists with maintaining and updating contract documentation to ensure the appropriate documentation is stored in each file, for the life of the contract in both electronic (DIIMS and Shared Folder) and paper files, as required.
- Assists with 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.

- Assists with filing all contract related documentation in the appropriate files.

**5. Supports the implementation of contract administration procedures to ensure contract administration practices are consistent with the government policy and procedures.**

- Assists with updating contract routing procedures on contract administration activities.
- Responds to questions and requests for assistance from staff, other regions and contractors.

**6. General departmental duties as assigned by the Contract Manager on a daily schedule, which includes but is not limited to the following.**

- Assists with providing information related to contracts and routing procedures to Program staff.
- Responding to general inquiries related to contracts and contribution agreements, in person or by telephone.
- Procurement of goods and services when requested.

**WORKING CONDITIONS**

**Physical 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.
- Demonstrated understanding of finance and administrative polices.
- Working knowledge in computer software, including compute based accounting applications and Microsoft Office Suite, especially Excel and Word.
- Knowledge of northern cultures as they relate to health and social services.
- 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.
- Skill in problem solving techniques and in assisting others in problem solving.
- Good interpersonal and inter group skills to effectively participate and lead multidisciplinary work units or teams.
- Ability to build solid partnerships and strategic alliances based on trust and to work with a variety of persons of different backgrounds and personalities.
- Possess a strong vision driven by continuous quality improvement.
- 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.
- 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:**

Completion of a post-secondary diploma or degree in Business Administration or Commerce.

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