



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Contracts Administrator	
Position Number	Community	Division/Region
48-4973	Yellowknife	Supply Chain and Physician HR Management/HQ

PURPOSE OF THE POSITION

The Contracts Administrator facilitates and supports the 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 Government of the Northwest Territories (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 (HSS) 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 the Contract Administrator reports to the Assistant Director, Contracts and Supply Chain (Assistant Director), and is responsible for providing administrative support to the contract process for the NTHSSA. The Contracts Administrator, assists by 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) within the Department of Finance, 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 (MOU), 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 \$90-100M annually in contract and procurement activities originating from various program areas within the NTHSSA.

The Contracts Administrator organizes and administers 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 Assistant Director, PSS staff, and Program Areas in facilitating the contract procurement processes.

This position may be called upon to participate in the evaluation of Request for Proposals (RFPs) and for validating and recording data, researching, developing reports, providing advice and training, responding to inquiries and in maintaining files.

This position provides support on a Territorial wide basis and provides supports on Contracts to Program Managers throughout 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. Oversee the administration of Contracts to external service providers.

- Coordinate the organization and management of 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.



- Act as a liaison with Procurement Shared Services in support of program managers.
- Provide routine support and advice to program personnel regarding the execution of program delivery contracts including the guidance through the RFP, Tender and sole sourcing guidelines and processes to ensure GNWT policies and procedures are followed.
- Work with Program Managers to develop the scope of work for the terms of reference for services and prepare (RFP) document for advertising.
- Provide support, advice and direction to program managers who are proceeding with an RFP or Tender.
- Maintain master contract and files in accordance with defined policies and guidelines.
- Ensure all required documentation is received and verified to ensure compliance to contract terms and for the processing of contract payments.
- Support the Assistant Director in reviewing and resolving contract related issues as appropriate.
- Coordinate routing of contract documents for execution and ensure that the documents are fully executed and filed appropriately.
- Maintain the general mailbox for contracts and ensure any requests or inquiries are dealt with as promptly as they come in.

2. Coordinate development and administration of the NTHSSA Contribution Agreements.

- Coordinate the drafting and formatting of Contribution Agreements using prescribed templates, and follow up with recipients and the appropriate NTHSSA approvers based on the signing authority to ensure Contribution Agreements are promptly executed.
- Maintain master contribution agreements and file in accordance with defined policies and guidelines.
- Prepare voucher requests and submit contribution agreement payment information to Financial Shared Services (FSS) consistent with payment terms of the Contribution Agreements.
- Investigate payment and other issues and ensure these issues are promptly resolved as they arise.
- Follow up with Program Managers to ensure Contribution Agreement interim and final reports are received and filed, and that any reporting obligations as per the agreement terms are fulfilled.

3. Coordinate renewal of NTHSSA Lease Agreements / Contracts for staff accommodation.

- Confirm with Program staff new and existing lease agreements including one's dues for renewal to ensure payment information is properly set up in a timely manner to avoid delays in payment.



- Process requisitions to initiate lease payments by way of completing voucher requests and purchase orders and submit the payment information to FSS to set up recurring payments on the leases.
- Maintain lease agreements in electronic and other means, and update master spreadsheet on the leases as required.

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

- Ensure contract security, insurance and signed documents are in place at the beginning of each contract and subsequently for multi-year contracts.
- Maintain, update and 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.
- Follow-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.
- File all contract related documentation in the appropriate files.
- Update System for Accountability and Management (SAM) eProcurement with appropriate information.
- Review Contract reports on reportable and non-reportable contracts and ensure information submitted in the system is accurate.

5. Develop and implement contract administration procedures to ensure correct contract administration practices are consistent with the government policy and procedures.

- Develop and update contract routing procedures on Contract Administration activities.
- Assist and train regional centers on contract routing procedures.
- Respond to questions and requests for assistance from staff, other regions and contractors.

6. General departmental duties within the scope of the role and assigned by the Assistant Director, as needed.

- Provide information and assistance to Program staff related to procurement and contract processes.
- Respond to general inquiries related to contracts and contribution agreements.
- Action the procurement of goods and services when requested.

WORKING CONDITIONS

Physical Demands

No unusual demands.



Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and/or the ability to acquire and apply knowledge of purchasing, contract law, contracting practices and the application of contract administration procedures.
- Knowledge of and/or ability to acquire knowledge of northern cultures as they relate to health and social services.
- Knowledge of database applications to support the development, revision and effective use of database for timely and easy provision of data.
- Ability to acquire an understanding of finance and administrative policies.
- Skilled in using computer software, including computer based accounting applications and Microsoft Office Suite, especially Excel and Word.
- Records management skills and the ability to maintain, update and ensure the appropriate documentation is stored in each file, for the life of the contract in both electronic and paper files, as required.
- Oral and written communications skills.
- Planning, organization, time management skills and the ability to work independently.
- Skill in problem solving techniques and in assisting others in problem solving.
- Interpersonal skills and the ability to communicate respectfully, both orally and in writing.
- Ability to coordinate the drafting and formatting of Contribution Agreements (CA's) using prescribed templates, and follow up with recipients and the appropriate NTHSSA approvers based on the signing authority to ensure CAs are promptly executed.
- Ability to recognize situations that require corrective action or referral in order to ensure compliance with government policy and procedures. Ability to build solid partnerships and strategic alliances based on trust and to work with a variety of persons of different backgrounds and personalities.
- 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 use tact and diplomacy with clientele.



- Ability to read and understand material safety data sheets and knowledge of the Workplace Hazard Material Information System (WHMIS).
- Ability to double check the accuracy of information and work product to provide accurate and consistent work.
- 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 Business Administration and two (2) years of related experience.

Equivalent combinations of education and experience will be considered.

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

Indigenous language: Select language

- Required
- Preferred