



IDENTIFICATION

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

PURPOSE OF THE POSITION

The Senior Contracts Administrator provides expert oversight for the planning, development, and administration of contracts and procurement activities for the Northwest Territories Health and Social Services Authority (NTHSSA) in accordance with operational requirements. The role ensures contracting practices are compliant, risk-informed, and aligned with Government of the Northwest Territories (GNWT) legislation, policies, established standard operating procedures, and best practices, while supporting program delivery and stewardship of public funds. This helps to ensure accuracy and consistency of the tendering and contracting practices and information.

The position provides operational guidance to program leadership on complex, high-value procurement initiatives while ensuring consistency, transparency, and accountability across the organization.

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 Senior Contract Administrator reports to the Assistant Director, Contracts and Supply Chain (Assistant Director), and is accountable for leading and overseeing



contract administration activities supporting approximately \$90-\$100 million annually in procurement. The Senior 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 role operates in a complex, high volume, and politically sensitive environment requiring:

- Interpretation and application of GNWT legislation, trade agreements, and procurement policies
- Oversight of complex, high-risk, and high-value contracts
- Coordination across multiple stakeholders including Program Managers, Procurement Shared Services (PSS), and Financial Shared Services (FSS)
- Ensuring contracting practices withstand public scrutiny and audit

The Senior Contracts Administrator organizes and administers several aspects of contracting including, reviewing requisitions and 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.

The Senior Contracts Administrator provides functional leadership, mentorship, and quality assurance for contract administration processes across the NTHSSA.

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. Provides Administrative Oversight of Contracting and Procurement Activities.

- Leads and oversees complex, high-value, and high-risk contract processes, including RFPs, tenders, and sole source procurements
- Provides expert advice to Program Managers and leadership on procurement strategies, risk mitigation, and compliance requirements
- Ensures alignment with GNWT legislation, trade agreements, and procurement policies
- Acts as primary liaison with Procurement Shared Services on complex or sensitive files
- Reviews and approves contract documentation for completeness, accuracy, and compliance

2. Leads Contract Development and Administration with Program Areas within the NTHSSA.

- Provide expert guidance to Program Managers on procurement processes and requirements The completeness and accuracy of the work is essential to maintain the reputation of the GNWT contracting practices.
- Acts as the operational liaison with Procurement Shared Services in support of program managers.
- Provides routine support and advice to program personnel regarding the execution of program delivery contracts including guidance through the competitive tendering process and sole sourcing guidelines and processes to ensure GNWT policies and procedures are followed.
- Works with Program Managers to develop the scope of work for the terms of reference for services and prepare Request for Proposals (RFP) document for advertising.
- Provides senior level guidance, support, advice and direction to Program Managers throughout the procurement lifecycle.
- Maintains master contract and files in accordance with defined policies and guidelines.
- Ensures all required documentation is received and verified to ensure compliance with contract terms and for the processing of contract payments.



- Supports the Assistant Director in reviewing and resolving contract-related issues as appropriate.
- Coordinates routing of contract documents for execution and ensures that the documents are fully executed and filed appropriately.
- Ensures timely execution, monitoring, and close-out of contracts.
- Maintains the general mailbox for contracts and ensures any requests or inquiries are dealt with as promptly as they come in.

3. Provides Operational Leadership in development and administration of the NTHSSA Contributions Agreements.

- Coordinates the drafting and approval 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.
- Provides direction to Program Areas on contribution agreement management, interim and final reporting requirements are met, and that any reporting obligations as per the agreement terms are fulfilled.
- Maintains master contribution agreements and file in accordance with defined policies and guidelines.
- Prepares voucher requests and submit contribution agreement payment information to Financial Shared Services (FSS) consistent with payment terms of the Contribution Agreements.
- Investigates and trouble shoots payment and other issues and ensure these issues are promptly resolved as they arise.

4. Provides Oversight into NTHSSA Lease Agreements/ Contracts for staff accommodation.

- Provides oversight on lease agreements and contractual obligations related to staff accommodations.
- Confirms 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.
- Reviews lease agreements to ensure clarity of terms and conditions, financial accuracy, compliance.
- Processes 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.



- Maintains lease agreements in electronic and other means, and update master spreadsheet on the leases as required.
- Identifies and mitigates risks related to long-term contractual commitments.

5. Develops Internal Processes for tracking and maintaining contract files to ensure completeness and regular updates of the files.

- Establishes and enforces contract administration standards, procedures, and controls
- Ensures contract security, insurance and signed documents are in place at the beginning of each contract and subsequently for multi-year contracts.
- Maintains, 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.
- 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.
- Files all contract related documentation in the appropriate files.
- Updates System for Accountability and Management (SAM) eProcurement with appropriate information.
- Conducts quality assurance reviews of contracts and procurement documentation.
- Ensures contract documentation meets audit and reporting requirements, and that contract records are complete, current, and audit ready.
- Oversees the accuracy and integrity of contract data within systems (e.g., SAM, DIIMS)
- Develops tools and reports, and templates, and provide analysis and draft Briefing Notes with recommendations to support decision-making.
- Reviews Contract reports on reportable and non-reportable contracts and ensure information submitted in the system is accurate.

6. Develops and implements contract administration procedures to ensure correct contract administration practices are consistent with the government policy and procedures.

- Conducts quality assurance reviews of contracts and procurement documentation
- Develops and updates contract routing procedures on Contract Administration activities.
- Assists and trains regional centers, as well as provide expert advice and 1:1 support to Program Areas on contract routing procedures.
- Builds strong relationships with internal and external stakeholders
- Responds to questions and requests for assistance from staff, other regions and contractors.



7. Participates in Continuous Improvement and Strategic Contracting Initiatives

- Identifies opportunities to improve efficiency, compliance, and service delivery
- Leads or support initiatives to enhance procurement and contract management practices
- Contributes to organizational planning related to supply chain and contracting.

8. Provides Mentorship, Onboarding Support, Guidance and Training to Contract Administrators, and Program Staff, as well as supervision of Interns, and summer students

- Provides mentorship, guidance, and training to interns, summer students, contract administrators and program staff.
- Serves as a subject matter expert for contract administration practices.
- Identifies opportunities for process improvement and increased efficiency.

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

- Responds to general inquiries related to contracts, leases, and contribution agreements.
- Actions the procurement of goods and services when requested.
- Perform other related duties as assigned by the Assistant Director.

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 procurement practices, and public sector contracting
- Understanding of GNWT legislation, trade agreements, and regulatory frameworks procurement policies.



- 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.
- Ability to manage complex, high-value contracts and competing priorities.
- Analytical and risk assessment skills.
- 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 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.
- Leadership and mentoring capabilities.
- 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 Degree in Commerce/Business Administration and two (2) years of progressively responsible experience in procurement and contract management, including complex contracts in a health care or public sector setting.
- 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