

IDENTIFICATION

Department	Position Title	
Housing NWT	Contract Administrator	
Position Number	Community	Division/Region
93-12221	Norman Wells	Sahtu

PURPOSE OF THE POSITION

The Contract Administrator is responsible for the management and administration of tenders, contract management, capital project budgets and asset management in order to become mentored in the effective and efficient management of contracts. The position also provides confidential administration and clerical support to the district office.

SCOPE

Located at the Housing Northwest Territories (Housing NWT)'s Sahtu District Office (SDO) in Norman Wells and reporting to the District Controller, the Contract Administrator performs duties that have an impact on the Local Housing Organizations (LHOs), individual contractors, individual clients of the Corporation and the Technical, Programs and Financial functions of the District Office.

The magnitude of the budget impacted by this position ranges up to \$3 million. The average number of contracts managed by the District is 175 to 210 new contracts per year, ranging from \$500 up to \$500,000.

The Contract Administrator works within an established accountability framework to ensure the accuracy and integrity of processes including ensuring that all contracting procedures are carried out in accordance with policies and procedures. This framework includes the *Financial Administration Act*, the Business Incentive Policy (BIP), the Northern Manufacturing Directive, Government of Northwest Territories (GNWT) Procurement Shared Services (PSS) Policy and Procedures and the Housing NWT's Contract Administration Manual.

RESPONSIBILITIES

1. Provides financial and administrative support of procurement activities including the preparation and administration of tenders and non-competitive bids, including bids administered under the Tlicho Government Agreements, and contracts for capital, operation and maintenance projects and homeownership program contracts to facilitate the effective and efficient management of contracts by District staff.

- In conjunction with Technical and Programs staff, assembles the required documentation to prepare a tender document for furtherance to Procurement Shared Services (PSS) for issuance to the public, and prepares the tender documents including but not necessarily limited to, the front end, back-end bid documents, specifications and drawings.
- Liaises with Technical and Programs staff to obtain the supplementary instructions to bidders, the schedule of values and changes to the scope of work/budgets approvals by Programs staff for appropriate documentation in the SAM procurement module functions for the tender or non-competitive contract documents.
- Uploads completed tender documents to SAM for review, translation and posting by PSS for the tender period.
- Ensures any tender addendum prepared by Technical staff during the open tender period are in the correct format and are uploaded to SAM for PSS to approve and add to the tender documents.
- Liaises with contractors providing guidance in the completion and submission of tender documents, award and return of tender documents and bid and performance contract security.
- Completes the Business Incentive Policy (BIP) adjustment evaluation for each compliant bid received. This includes confirmation of BIP status for northern and local content of the bidder, subcontractors, and vendors.
- Completes the Contract Authorization Request Form (CAR) to determine the adjusted bid price and the lowest adjusted bidder and recommend award to the successful bidder. Obtain proper authorized signatures on CAR.
- Once CAR form is authorized, completes in the sourcing section of the e-Procurement module, the analyze event, to record the adjusted bid price and the lowest adjusted bidder in SAM and award.
- Prepares the contract, ensuring that all the required sections of the contract are complete and form part of the contract. Prepare the contract award and regret letters.
- Coordinates the signing, disbursement and filing of the contract documents, and uploads signed contracts into SAM Purchase Order (PO).
- Monitors and advises technical staff of contractor's performance for compliance with BIP in regard to the northern and local content within the contract.

- Ensures contractors' compliance with Worker's Safety Compensation Commission (WSCC) policies and regulations, maintenance of insurance coverage, and compliance with contract security requirements are maintained throughout the contract.
- Ensures contractors' compliance with corporate registries and that the applicable liability insurance coverage is in accordance with the contract.
- Prepares and maintains the contract ledger for each contract and save in DIIMS.
- Sets up and maintains the central contract electronic filing system for these contracts which is to include but not limited to purchase order, change orders, inspection reports, contract ledger, other financial information, WSCC clearance letters, insurance documentation, bid documentation and SAM project costing details.
- Identifies methods of improvement to the procurement function.

2. Provides financial and administrative support of procurement activities including the preparation and administration for request for quotes and contracts for capital, operation and maintenance and homeownership programs projects and program deliveries in order to facilitate the effective and efficient management of contracts by District staff.

- In conjunction with Technical staff, assembles the required documentation to prepare a request for quote (RFQ) for issuance to contractors. Prepare the RFQ document that includes the scope, send out to contractors.
- Analyzes all bids received and discuss results with the Technical staff to ensure that the procurement guidelines are followed when awarding.
- Creates a contract for the successful quote and uploading into SAM all appropriate documentation and submit for approval.
- Ensures contractors' compliance with corporate registries and that the applicable liability insurance coverage is in accordance with the contract.
- Ensures contractors' compliance with Worker's Safety Compensation Commission (WSCC) policies and regulations, maintenance of insurance coverage, and compliance with contract security requirements are maintained throughout the contract.
- Sets up and maintains the central electronic contract filing system for these contracts which is to include but not limited to purchase order, change orders, inspection reports, contract ledger, other financial information, WSCC clearance letters, insurance documentation, quote documentation and SAM project costing details.

3. Performs the day to day processing of financial transactions for capital projects and program delivery to ensure that the finances are maintained in an accurate, current, efficient manner and in accordance with legislation, policies and procedures.

- Ensures the construction projects have been set up in SAM, identifying and verifying the program, community, budget amount, and project information to track project costing and facilitate budget management and reporting.

- Identifies the financial coding, reviews the available budget and prepares purchase order (PO) in SAM for the signed contracts and submits to District Controller for review and approval. Notify the District Controller on all arising issues from the above budgetary control procedures.
- Identifies and completes the procurement sections of the PO, including the appropriate sourcing section of the e-Procurement Module in SAM under the correct title for each contract awarded to commit the funds in SAM for the individual project costing codes.
- Processes the PO and any change orders for each contract through the e-Procurement section of the procurement work centre in SAM. Ensure all supporting documentation is uploaded to the PO and procurement information is updated when required. Update WSCC clearance certification on all approved PO change orders.
- Maintains the budget execution tracking file for all processed PO/Contracts on the Housing NWT Share point site and update District Controller on the forecasted/projected budgeting pressures per program.
- Monitors and attend all PO/Contract requests and the related PO Changer orders ensuring the completeness of issuing all construction contracts commitments in SAM. Notify District Controller/Senior Finance officer of the email requests that are outside of scope of the Contract Administration duties.
- Verifies that all financial transactions relating to the construction contract projects comply with the financial policies and procedures.
- Verifies invoices and the supporting documentation (such as inspection reports, statutory declarations, request for contract payment, percentage breakdown sheet, Interim Certificate of Completion (ICC), Final Certificate of Completion (FCC) and a WSCC Final Clearance) required under the contract are complete and accurate.
- Prepares the quarterly report from SAM PO query and the Housing NWT share point site verifying completeness of all requested POs/Contracts by Technical staff in SAM for the District Controller and the Manager, Technical.
- Updates the District Controller on the status of capital projects stage of completion for the quarterly budget variance report.
- Liaises with Technical staff concerning setting up projects and completion of project inspection reports.
- Provides Manager, Programs/Program Advisors with the documentation (copies of ICCs, FCCs, paid invoices, inspection reports) needed to close client files.
- Liaises with contractors providing guidance in the completion and provision of all required documentation for payment and the processing of invoices including timing and returning of contract security documents.
- Monitors timely release of the contract holdbacks and securities in accordance to the terms of the contract by preparing monthly review report to District Controller identifying the forthcoming in the next month payments to be released.
- Participates in the special assignment and projects as required.
- Performs additional similar and related duties as assigned.

4. Assists the Directory Secretary with duties.

- Provides backup relief for the Directory Secretary's position and complete tasks as required. This will include greeting the general public in a respectful and courteous manner.
- Assists the Director Secretary with maintaining the District Office central filing system.

5. Prepares deposits on a regular basis: once a week, when funds are greater than \$500, and on the last business day of the month.

- Identifies the type of deposit for the appropriate accounting coding/processing and generates a Cash Drawer receipt in SAM for all funds received following all policies and procedures to ensure accuracy of deposit.
- Ensures copies of Cash Drawer receipts are distributed to staff that require a copy and all required backup for each deposit is attached to each Cash Drawer Receipt.
- Prepares bank deposit and deliver to the bank for deposit.
- Provides the District Controller or their designate with the Cash Drawer receipts and all back up and bank deposit slip to complete the reconciliation and processing of the deposit in SAM.

6. Other Duties include:

- Post and keep the notice board in the District office up to date, that includes all RFQ and tender opportunities.
- This position may be required to perform other related duties as assigned by the District Controller.

WORKING CONDITIONS

Physical Demands

Most of the incumbent's time is spent in a sitting position. There is some standing and lifting or carrying of relatively heavy material.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent may experience moderate levels of mental stress on occasions to meet set deadlines and manage heavier workloads. Given the nature of the work involving the oversight of implementing legally binding contracts, the incumbent must pay attention to

detail: basic errors or neglect or discrepancies could lead to breakdown on internal control and risk exposure.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of legal tender/contract procedures, policies, and contract administration.
- Knowledge of Business Incentive Policy and Northern Manufacturing Policy.
- Proficiency in computer software application using PC software including Adobe, MS Word, Excel, and Outlook.
- Practical knowledge of Contract Law.
- Knowledge of applicable sections of Financial Administration Manual and PSS Policy and Procedures.
- Knowledge of northern culture and political environment.
- Excellent interpersonal skills in order to liaise with staff and contractors in a positive, professional and business-like manner.
- Accounting, analytical and problem-solving skills to ensure all financial transactions are accurate and properly recorded.
- Effective organizational and decision-making skills.
- Ability to maintain a high level of accuracy in preparing contract documentation and entering financial information into SAM in order to ensure that reportable financial information is up to date and accurate.
- Ability to communicate effectively both orally and in writing with strong interpersonal skills with an emphasis on customer service.
- Ability to maintain confidentiality.
- Ability to work independently or as part of a team.
- Ability to work in a high-stress, fast-paced, flexible, multi-tasking, challenging and progressive environment with tight deadlines.
- Demonstrated understanding of finance and administrative policies.
- Knowledge of developing and administering legally binding contracts
- Conduct self with a high degree of diplomacy.

Typically, the above qualifications would be attained by:

The required knowledge and skills would normally be attained through completion of a post secondary education in procurement/business/commerce related discipline combined with two (2) years related experience in construction project contract administration or related contracting environment.

Equivalent post secondary education and experience may 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