



## IDENTIFICATION

| Department              | Position Title          |                    |
|-------------------------|-------------------------|--------------------|
| NWT Housing Corporation | Contracts Administrator |                    |
| Position Number(s)      | Community(s)            | Division/Region(s) |
| 93-6817                 | Hay River, NT           | South Slave Region |

## PURPOSE OF THE POSITION

Implements and administers tendering and contracting procedures for the South Slave Region to ensure accurate and timely contracting that is in accordance with GNWT acts, regulations, policies and departmental policies. Administers the tendering process, including air charters, to ensure accuracy and consistency of tendering and contracting practices and information. Prepares formal contracts. Prepares and processes formal financial documentation of contracts: commitments, payments, and change orders.

## SCOPE

Located in Hay River, this position provides contract administration services for the South Slave Region, which consists of a Regional Headquarters with Area project management office in Fort Smith and a primary project management office in Hay River.

For the Fort Smith office, this position provides advice to the Technical Officer in regards to tender advertisements. Tendering and Requests for Proposals in the Fort Smith office have been implemented to proceed independently of the Hay River office, with advice only from this position.

For the Hay River and Fort Smith Areas, this position provides advice and clerical and administrative assistance to Project Officers and the Regional Project Manager. The Hay River and Fort Smith Areas combined have approximately 30 contracts annually with a value of approximately \$ 3 million, and the South Slave Region overall has approximately 50 contracts annually with a value of approximately \$ 7 million.

The Contracts Administrator organizes and administers several aspects of contracting including tender advertising, compiling request-for-proposal and tender packages, receiving and opening proposals and tenders, validating and recording data, preparing formal contracts, processing formal financial documents for contracts, researching, developing reports, providing advice and training, and responding to inquiries. The completeness and accuracy of the work is essential to maintain the reputation of the government and its contracting practices, avoid potential liability in cases of loss or damage to contractors or their employees due to errors, and avoid unnecessary use of time and money to correct errors. The position also provides administrative services for approximately 5 Projects staff in the Hay River office.

## RESPONSIBILITIES

1. Organizes and manages the tendering process to ensure consistency and compliance with government and departmental policy and procedures.
  - administers advertising for tenders including editing, approving and placing ads, and arrangement for all payments for ads in the region, programs and for all media
  - reviews the completeness and accuracy of tender packages prior to distribution
  - directs the preparation and distribution of tender packages and amendments
  - responds to inquiries from bidders and construction associations
  - opens tenders and records results
  - reviews application of Business Incentive Policy
2. Verifies contract approvals by researching and confirming the signing authorities. Consequences of error include work being done without a valid contract in place, leading to potential liability.
3. Prepares formal contracts by assembling and binding contracts after documentation has been compiled by Technical Officers.
4. Reviews requests for contract payment and confirms completeness of contract documentation prior to payment. Errors could lead to potential loss if contractors are paid without being eligible, liability for GNWT if various securities are not in place and embarrassment and diminished reputation if contractors are eligible but payment is withheld due to a mistake. Lack of WCB security could lead to lack of coverage for injured workers, and therefore, financial liability for the GNWT.
  - ensures contract security, insurances and signed documents are in place at the beginning of the contract
  - commits contracts
  - monitors throughout life of contract to ensure all documentation remains current
  - follows-up with contractors/suppliers to secure appropriate insuranceliaises with WCB to verify contractor in good standing
5. Administers the Contract Information System (CIS) to ensure timely and accurate contract information is available to staff and management of NWT Housing Corporation for making decisions and responding to requests for information from other agencies, Ministers, MLA's, etc.
  - recommends changes to the CIS
  - trains others in the use of CIS
  - analyzes and validates incoming contract data and enters in CIS
  - responds to questions and problems
6. Collects, compiles and posts data on the Contract Notice Board to provide internet access to members of the public who wish to tender on government projects or to be aware of results of the tendering process. Inaccuracies could lead to diminished reputation of government and its contracting practices, and potential liability if decisions are made on faulty data resulting in loss or damage for contractors or others.

- reviews the tender data form and other documentation for completeness and accuracy of information
  - tracks and includes information from all addenda
  - enters data from tender closures
7. Implements contract administration procedures to ensure correct contract administration practices consistent with government and department policy and procedures. Inconsistency could lead to errors resulting in loss of reputation and potential financial liability if loss or damage occurs due to faulty process.
- trains staff in the Region in the application of procedures
  - responds to questions and requests for assistance from staff, other departments, contractors and outside people and agencies
8. Maintains files for individual projects: periodic placing of documents pertaining to individual projects physically into files, entering and maintaining data regarding individual project files into IRIMS (Integrated Records Information Management System) throughout shelf life and the eventual transfer of files to record storage.
9. Trains and assists all NWT Housing Corporation staff in Hay River to follow procedures of the centralized filing system by:
- Providing finalized index to each employee
  - Demonstrating procedures for file retrieval and or set up
  - Providing printed information on use of system to staff
  - Ensuring that the NWT Housing Corporation staff follow procedures through functional supervision and providing assistance when required
  - Issuing interoffice correspondence in regard to central filing system as may be necessary
  - Seeking assistance of District Comptroller in order to ensure procedures are followed
  - Training backup or replacement staff
10. Maintains the central filing system in accordance with policies, procedures and regulations set out in the NWT Archives Act and the NWT Housing Corporation records management system by:
- Assisting staff in retrieval of both on and off site files;
  - Creating new files and updating index weekly;
  - Ensuring the NWT Housing Corporation staff have updated indexes;
  - Eliminating inappropriate access by staff to files;
  - Sorting, classifying and filing all documents daily;
  - Follow up on outstanding files/information using a BF system;
  - Keeping all file content information confidential unless directed not to do so;
  - Maintain the life of the file from creation, to offsite storage and to destruction.
11. Contributes to the effective administration, operation and positive image of the NWT Housing Corporation by:
- Providing back up relief for Director's Secretary position as required;
  - Dealing with members of the general public in person or on telephone in a respectful and courteous manner;
  - Corporate with other NWT Housing Staff as a team member;

- Participate fully in a functional reporting relationship with appropriate NWT Housing Corporation's HQ's personnel;
- Offers suggestions for approval or identifies potential conflict areas.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of 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 and departmental policy and procedure.  
 Knowledge of basic accounting and bookkeeping procedures together with experience in the application of financial manual, policies and procedures to ensure compliance with GNWT financial Acts, Financial Administration Manual, and related regulations, policies, and procedures.

Knowledge of data base applications to support the development, revision and effective use of database for timely and easy provision of data.

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 communicate effectively with the public to ensure compliance with contract administration procedures, and to minimize conflicts, errors and negative impression of GNWT.

Excellent oral and written communication skills.

Good time management and organizational ability.

### **Typically, the above qualifications would be attained by:**

This knowledge and skill is normally acquired through Grade 12 and 2 years of directly related experience with course work in contract law and/or contracting practices.

### **WORKING CONDITIONS**

#### **Physical Demands**

Normal office environment

#### **Environmental Conditions**

Normal office environment

#### **Sensory Demands**

Normal office environment

#### **Mental Demands**

Contracting policy and procedure calls for very strict time lines on the various steps of the process. Levels of contracting activity fluctuate without notice, and last minutes change to documents is common. Priorities and timelines shift regularly and with short notice. Meeting deadlines is critical.

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.  
Due to the sensitive nature of tendering and contracting, particular attention to detail is required.

As a result, there is a significant amount of stress related to ensuring timeliness and accuracy, and an acceptable resolution to issues.

#### **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