



Senior Purchasing Officer Permanent, Full Time

Job Summary

The Senior Purchasing Officer is responsible for the planning, directing, controlling and coordinating all activities concerned with the flow of materials from point of acquisition to point of use and disposal. Duties are performed following Government of the Northwest Territories (GNWT) purchasing policy and regulation, PMAC purchasing standards and ethics, and other GNWT & Federal regulation and legislation. The duties are performed to ensure the end users are supplied with the right items, at the right time, for the best cost.

Job Qualifications:

- This position requires a strategic thinking, results oriented individual with excellent organizational and people management skills.
- Knowledge and experience in a formal purchasing environment, that would have provided experience with dealing and interpreting, and implementing complex regulation, policy and guidelines, such as the GNWT and HRHSSA regulation, policy and procedures, and other Government acts and legislation.
- Experience and knowledge of general conventional purchasing standards and principals.
- Extensive experience in preparation of procurement and contracting documents such as Requests For Quotation (RFQ), Expression Of Interest (EOI), Standing Offer Agreements (SOA), As and When Contracts, Service Contracts (SC) and related operational tendering, bidding and contracting processes is an essential requirement of this position.
- Experience in procurement in an institutional environment is an asset to this position.
- Ability to communicate effectively with internal clients in order to gain their compliance with required purchasing procedures and minimize conflicts.
- Ability to communicate effectively with external clients in order to establish a good working rapport to gain their support for providing required goods and services more efficiently.
- Ability to motivate and guide subordinates to work effectively and efficiently in the conduct of their duties.
- Ability to operate materials handling equipment and lift large, heavy boxes.
- Ability to work under pressure and in stressful situations.
- Must possess a valid driver's license, since some in town traveling will be required, on an emergency basis.

These skills are normally acquired through either 1) completion of Level 3 or higher of the Supply Chain Management Professional designation (SCMP, previously Certified Professional Purchaser (see PMAC.ca website), 2) an equivalent level with the National Institute of Government Purchasing (NIGP) or 3) completion of a business administration or commerce degree. In addition, these skills are normally acquired through 4 years of demonstrated progressive experience in contract preparation and procurement management. The incumbent must indicate a willingness to undertake or continue in the SCMP or NIGP Program to completion. Experience in an institutional environment would be an asset. JOB DESCRIPTION/SALARY IS CURRENTLY UNDER REVIEW.

Salary: Under Review
Position Status: Full Time, Indeterminate
Reference: 059-19
Closing Date: August 23, 2019

INTERNAL

In addition to an attractive salary, we offer a Northern Allowance which is currently \$3.08 per hour up to \$5,999 per year. All job offers are subject to references, a satisfactory Criminal Records Check and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

INTERESTED APPLICANTS MUST SUBMIT A RESUME, QUOTING REFERENCE NUMBER TO:

**Human Resources
Hay River Health & Social Services Authority
37911 Mackenzie Highway
Hay River, NT X0E 0R6
Fax: (867) 874-8345
hrhssa_competitions@gov.nt.ca**

*If you would like this information in another official language, contact us at (867) 874-8111
Si vous voulez ces informations dans une autre langue officielle, contactez-nous à (867) 874-8111*