

Procurement, Contracting & Material Management Officer

The National Inquiry into Missing and Murdered Indigenous Women and Girls (the “National Inquiry”) is looking for an experienced individual to fill the position of **Procurement, Contracting & Material Management Officer**.

The National Inquiry is independent from the federal government and employees are appointed on a term basis. We are committed to having a highly skilled and well represented Indigenous workforce. We strongly encourage candidates to self-identify as belonging to Indigenous Peoples.

This is a position for people who are experienced and proficient in advanced procurement. A person in this position is able to work autonomously in a fast-paced and adaptive environment, lead complex files and provide advice to management and stakeholders on procurement related issues.

Key Activities – Duties

To administer coordinate the provisions of the acquisition of goods and services. To coordinate procurement and contracting for the MMIWG from the private sector and other levels of government. To coordinate, assist and provide services relating to the acquisition process to clients regarding procurement, contracting, material management (includes asset management and inventory) to ensure probity, value-for-money and compliance to Treasury Board rules, regulations, policies and procedures. To provide associated information and advice on procurement, contracting and material management files to MMIWG Managers and clients.

Qualifications

Language Requirements:

- English essential
- Fluency in oral and written English and French is an asset

Education:

- Successful completion of secondary school education.

Experience:

- Experience analyzing procurement requirements and providing viable solutions to clients on all aspects of the procurement process.

Note: The procurement process includes the development and publication of solicitation documents; administering a bid evaluation process; award and management of a contract; and providing advice and guidance to clients on the procurement process.

- Experience negotiating, awarding and managing service contracts.
- Experience in the management of inventory, and disposal of fixed assets.

Knowledge:

- Knowledge of procurement in the Federal Government (e.g. acts, regulations, policies, guidelines and/or procedures).
- Knowledge of Material Management procedures.
- Knowledge of contracting in the Federal Government (e.g. acts, regulations, policies, guidelines and/or procedures).

Skills and Abilities:

- Ability to analyze requirements in order to select the appropriate method of supply.
- Ability to administer procurement activities.
- Ability to communicate effectively orally and in writing.

Competencies:

- Values and ethics
- Effective interpersonal skills
- Team work
- Client Service oriented
- Judgment
- Action management

Conditions of Employment

- Willing to work overtime on occasion.
- Willing to travel on occasion.
- Secret security clearance.

Location of Employment

- Based on your area of residence, your work can be located and performed at one of our regional offices (Quebec City, Ottawa, Winnipeg, Saskatoon, Vancouver) or remotely by means of a telework arrangement if you do not live in one of these cities.

Rate of Pay

- \$57,317 to \$86,503 (PG-02 to 04)

As per the Canadian Human Rights Commission's [Aboriginal Employment Preference Policy](#), the National Inquiry into Missing and Murdered Indigenous Women and Girls seeks to promote the employment of Indigenous Peoples *as its primary purpose is to serve the needs of Aboriginal people*.

Interested candidates are invited to submit their cover letter and resume to careers@mniwg-ffada.ca by September 28, 2018. In the subject line, please indicate **"Procurement, Contracting & Material Management Officer"**. Your cover letter should clearly demonstrate how you meet the language, education and experience requirements for this position.

We thank you for your interest in working for the National Inquiry. Only those selected for further consideration will be contacted.