

JOB TITLE: Procurement & Contracts Specialist

DEPARTMENT: Purchasing Services, Financial Services Division

STATUS: 1.0 FTE; Term, up to 1 year

COMPETITION NO.: 10385-M

SALARY INFORMATION: The salary range is \$56,361 to \$88,064 per annum (Specialist/Professional, Phase 2). The starting salary will commensurate with education and experience.

PRIMARY PURPOSE: To assume a leadership role in managing the procurement of a commodity group of goods and services.

NATURE OF WORK: Responsible to the Director, this position provides procurement consulting services to client departments in the areas of procurement strategy; commodity research; development of competitive bid documentation; bid analysis and recommendations; contract negotiation, development and administration; and issuing purchase orders. This position works with an international supplier base, various government departments and regulatory agencies. Communication is an important part of the position which extends to participation in evaluation committees, presentations and workshops. The work occurs in a high volume, fast paced team environment with competing deadlines and priorities.

ACCOUNTABILITIES:

- Effective service delivery and meet commitments to clients in collaboration with internal and external contacts.
- Mitigate and manage risk related to procurement.
- Ensure due diligence in procurement processes.
- Develop and maintain effective collaborative working relationships with internal and external contacts.
- Seek opportunities for cost savings and revenue generation.
- Proactive research and analysis of trends that have an impact on procurement.
- Support departmental strategic directions.

QUALIFICATIONS

Education: A degree in business and Level IV in the PMAC Accreditation Program / final year of SSCMLP, or hold a C.P.P. / SCMP designation. An equivalent combination of education and directly related experience may be considered.

Experience: Minimum of five years related experience within a complex environment in a medium to large organization is required. Demonstrated experience in procurement and competitive bid processes; analysis and contractual negotiation with successful outcomes; and application of contract law and regulatory requirements.

Skills: Effective interpersonal and communication skills, both written and verbal; demonstrated proficiency in analytical and negotiating skills; demonstrated ability to problem solve under deadline pressures and competing priorities; good working knowledge of contract law and regulatory requirements; demonstrated experience with procurement in an ERP system; proficient working knowledge of Microsoft Office applications (Word, Excel, Access and PowerPoint); demonstrated ability to work in a team environment and independently, with minimal supervision.

THIS POSITION IS IN SCOPE OF THE ADMINISTRATIVE AND SUPERVISORY PERSONNEL ASSOCIATION.

PLEASE APPLY NO LATER THAN October 5, 2010.

Please apply online at: www.usask.ca/hrd/work

Or to:

University of Saskatchewan
Human Resources
E140 – 105 Administration Place
Saskatoon SK S7N 5A2