

**JOB TITLE:** Procurement & Contracts Specialist

**DEPARTMENT:** Purchasing Services, Financial Services Division

**STATUS:** 1.0 FTE

**COMPETITION NO.:** 10519-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:** Reporting 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, contract development; contract administration; and handling of purchase requisitions. Responsibilities also include supplier development. This position works with all areas of the university, various government departments and regulatory agencies, and an international supplier base. Communication is an important part of the position which extends to leading or participating in presentations and workshops to promote the Purchasing Services mandate. The work occurs in a high volume, fast paced team environment with competing deadlines and priorities.

**ACCOUNTABILITIES:**

- Effective service delivery to meet commitments to clients.
- 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 may have an impact on procurement.
- Support departmental strategic directions.

**QUALIFICATIONS**

**Education:** A university degree in business and a SCMP designation. An equivalent combination of education and directly related experience may be considered.

**Experience:** Minimum five years related experience within a complex environment in a medium to large organization is required. Extensive experience in leadership roles related to procurement projects and competitive bid processes; demonstrated use of analytical and negotiation skills with successful outcomes; and demonstrated application of contract law and regulatory requirements. Demonstrated experience in developing project or guideline documentation, and leading presentations or training workshops.

**Skills:** Effective interpersonal and communication skills, both written and oral; demonstrated proficiency in analytical and negotiating skills; demonstrated ability to problem solve under deadline pressures and competing priorities; excellent working knowledge of contract law and regulatory requirements; demonstrated experience handling procurement within an ERP system; proven Microsoft Office application skills; and the demonstrated ability to work independently and in a team environment with minimal supervision.

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

**PLEASE APPLY NO LATER THAN January 4, 2011**

Please apply online at: [www.usask.ca/hrd/work](http://www.usask.ca/hrd/work)

Or to:

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Human Resources  
E140 – 105 Administration Place  
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