



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/27

Senior Contracting Officer / Agent(e) principal(e) de négociation des marchés

Job ID	80-04-B3-04-C3-10	
Web Address	https://careers.indigenous.link/viewjob?jobname=80-04-B3-04-C3-10	
Company	National Research Council Canada	
Location	Within A National Research Council Office Across Canada , Across Canada	
Date Posted	From: 2024-07-25	To: 2024-08-07
Job	Type: Full-time	Category: Miscellaneous
Job Salary	From \$82,185- \$93,919 Per Annum.	
Languages	From \$82,185- \$93,919 Per Annum	

Description

We are looking for a Senior Contracting Officer to support our Finance and Procurement Services Branch. The Senior Contracting Officer would be someone who shares our core values of Integrity, Excellence, Respect and Creativity. Under the guidance of the Director of Procurement Services and/or the Manager of Procurement Services, Senior Contracting Officers are responsible for supporting the organizations complex, high risk, high dollar procurement and contracting projects.

The work includes competitive and non-competitive procurement processes in accordance with Government Contracting Regulations (GCR's), the Trade Agreements (CFTA, WTO-AGP and others), Treasury Boards Contracting Policy the and the Financial Administration Act (FAA). The work is challenging because of the high complexity projects, requiring a deep understanding of clients working environment and research.

Responsibilities:

- Serve as a Senior Contracting Officer with responsibility for sourcing a wide variety of goods, services and construction associated with complex contracts and procurement activities.
- Develops and prepares complex contracts for procurement of non-routine and technologically advanced commodities or long-range services; issues international tender invitations; evaluates responses to tender, and makes recommendations for finalization of purchases and award of contracts; signs procurement orders up to the authorized limit, and, in cases where the amount exceeds authorized signature authority, prepares submissions to the Contracts Committee for review and subsequent approval by the authorized official.
- Advises requisitioning units and recipient entities on the full range of procurement issues, providing support and guidance at all stage of the procurement cycle with a particular focus on sole source justification, urgency, quality and best value to provide strategic advice and viable solutions.
- Apply LEAN procurement methods to reduce turnaround time for clients
- Establish the needs for standing offers, and supply arrangements to speed up purchasing processes and reduce execution times.
- Establishes and maintains work program and schedule for ongoing contracts and newly planned ones.
- Conducts market research to keep abreast of market developments; researches and analyzes statistical data and market reports on the world commodity situation, production patterns and availability of good and services.
- Identifies new technologies, and products/services, evaluates and recommends potential supply sources and participates in the incorporation of research results into the procurement program.
- Oversees adherence to contractual agreements, recommends amendments and extensions of contracts, and advises concerned parties on contractual rights and obligations.
- Prepares a variety of solicitation documents, contracts, communications, guidelines, instructions, etc.
- Provides guidance to new/junior staff.

Nous souhaitons embaucher un agent principal ou une agente principale de négociation des marchés en vue de soutenir Direction des services financiers et d'approvisionnement. La personne choisie doit partager nos valeurs fondamentales relatives à l'intégrité, à l'excellence, au respect et à la créativité.

Sous la direction du directeur des services d'approvisionnement et/ou du gestionnaire des services d'approvisionnement, les agents contractuels principaux sont chargés de soutenir les projets d'approvisionnement et de passation de marchés complexes, à haut risque et d'un montant élevé de l'organisation. Le travail comprend des processus de passation de marchés concurrentiels et non concurrentiels conformément au règlement sur les marchés publics (RMC), aux accords commerciaux (ALEC, OMC-AGP et autres), la politique des marchés du Conseil du Trésor et la loi sur la gestion des finances publiques (LGFP). Le travail est difficile en raison de la grande complexité des projets, ce qui nécessite une compréhension approfondie de l'environnement de travail des clients et de la recherche.

Experience

A minimum of five years of progressively responsible experience in procurement, contract management, contract administration or logistics and supply chain management or related area is required. -

Minimum of 3 years' experience in conducting tender exercises to award contracts for procurement of complex goods and services is required.

Experience working with Enterprise Resource Planning (ERP) systems such as SAP or similar system and/or working with e-tendering systems is desirable.

Experience in procurement process and procedures in support of research centers or of federal organizations is desirable.

Experience in business intelligence systems and data analysis is desirable

Un minimum de cinq ans d'expérience à responsabilité croissante dans le domaine des achats, de la gestion des contrats, de l'administration des contrats ou de la gestion de la logistique et de la chaîne d'approvisionnement, ou dans un domaine connexe, est requis.

Un minimum de trois ans d'expérience dans la conduite d'appels d'offres en vue de l'attribution de contrats pour l'acquisition de biens et de services complexes est requis.

Une expérience de l'utilisation de systèmes de planification des ressources de l'entreprise (ERP) tels que SAP ou un système similaire et/ou de l'utilisation de systèmes d'appels d'offres électroniques est souhaitable.

Une expérience des processus et des procédures d'achat à l'appui de centres de recherche ou d'organisations fédérales est souhaitable.

Une expérience des systèmes d'intelligence d'affaires et de l'analyse des données est souhaitable.

Education Requirements

As a minimum, candidates must have a Secondary School Diploma according to provincial standards or degree from a recognized college or university OR an acceptable combination of secondary school education, training and (3) three years of relevant contracting experience performing a broad range of various and complex related procurement activities, in terms of the scope and the impact of the experience.

(SCMP) - Supply Chain Management Diploma/Certification or working towards designation would be considered an asset.

Les personnes qui soumettent leur candidature doivent posséder, au minimum, un diplôme d'études secondaires selon les normes provinciales ou un diplôme d'un collège ou d'une université reconnus OU une combinaison acceptable d'études secondaires, de formation et (3) trois ans d'expérience pertinente en matière de passation de marchés en exerçant un large éventail d'activités de passation de marchés connexes diverses et complexes, sur le plan de la portée et de l'impact de cette expérience.

Essential Skills

- Advanced knowledge of all phases of the procurement cycle.
- Knowledge of the various laws, regulations, principles in procurement.
- Advanced knowledge of various methods of procurements.
- Knowledge of trends, developments and challenges of procurement in the public and or private sector.
- Ability to interpret, analyze and apply contracting policy.
- Knowledge of MS Office Suite (Excel & Microsoft Word) & SAP material management.

- Connaissance avancée de toutes les phases du cycle d'approvisionnement.
- Connaissance des lois, règlements et principes en matière de passation des marchés.
- Connaissance approfondie des diverses méthodes d'approvisionnement.

- Connaissance des tendances, des développements et des défis de la passation des marchés dans le secteur public ou privé.

- Capacité à interpréter, à analyser et à appliquer la politique de passation de marchés.

- Connaissance de la suite bureautique de Microsoft (Excel et Microsoft Word) et de la gestion du matériel SAP.

Other

Priority may be given to the following designated employment equity groups: women, Indigenous peoples* (First Nations, Inuit and Metis), persons with disabilities and racialized persons*.

* The Employment Equity Act, which is under review, uses the terminology Aboriginal peoples and visible minorities.

Candidates are asked to self-declare when applying to this hiring process.

La priorité peut être accordée aux groupes désignés au titre de l'équité en matière d'emploi suivants : les femmes, les Autochtones (Premières nations, Inuits et Métis), les personnes en situation de handicap* et les personnes racisées*.

* La loi sur l'équité en matière d'emploi, qui est en cours de révision, utilise les termes "personnes handicapées" et "minorités visibles".

Les personnes qui posent leur candidature sont invitées à se déclarer comme appartenant à l'un ou l'autre des groupes susmentionnés.

How to Apply

Click "Apply Now"