



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.

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/07

Contract Analyst

Job ID	1C-2D-18-C1-87-A5	
Web Address	https://careers.indigenous.link/viewjob?jobname=1C-2D-18-C1-87-A5	
Company	Atomic Energy Of Canada Ltd.	
Location	Chalk River, Ontario	
Date Posted	From: 2023-05-12	To: 2023-11-08
Job	Type: Fixed-term	Category: Miscellaneous
Languages	English	

Description

Canada's leader in nuclear science and technology, Atomic Energy of Canada Limited (AECL), is searching for a Contract Analyst to join a dynamic and highly motivated management team. AECL is a federal Crown corporation that delivers innovative solutions to address urgent challenges posed by climate change, health care, environmental remediation, and security.

AECL is looking for a strategic thinker, who has excellent problem solving and analytical skills to help achieve organizational goals.

Reporting to the Lead Contracting Officer, the Contract Analyst will administer the Site Operating Contract (SOC) between AECL and CNL, the private contractor. Specifically, the Contract Analyst will perform oversight and administration of significant, large dollar value contracts and agreements. Duties include the full range of post-award responsibilities.

The position will be for a three-year term and be based out of AECL's Ottawa or Chalk River, Ontario office locations. Occasional travel may be required from time to time to meet business objectives.

Essential Responsibilities:

- Monitors contractor performance against complex contractual pricing arrangements and incentives characterized by multiple incentives requiring sophisticated contracting techniques, i.e. sharing arrangements such as cost-plus-incentive/award fee.
- Advises the Lead Contracting Officer on long-range contract strategies to assure they are compatible with overall mission, objectives, and projected program requirements.
- Develops negotiation positions for contract changes and variances and negotiates with the contractor.
- Assists in the preparation of contractor evaluation plans and fee determinations.
- Meets with contractor personnel to discuss and resolve questions or issues associated with contract requirements, performance, or reporting.
- Provides periodic briefings and written reports on the status, issues, and progress of contract actions to the Lead Contracting Officer and leadership team, identifying issues requiring management attention and recommending appropriate courses of action to solve complex contracting issues.
- Develops policies and procedures on various contract management topics.
- Participates in the identification of trends that impact effectiveness in contracting practices across AECL, develops lessons learned and corrective action to address deficiencies, and incorporates lessons learned into contracts and business practices.
- Undertakes assignments on matters of special concern to the AECL Lead Contracting Officer, involving a variety of matters integral to the operations of contract management.
- Performs pre-award duties for procurement of third-party support services. Duties include the full range of contract pre-award responsibilities: developing acquisition plans and solicitations, evaluating technical and cost proposals, conducting discussions with bidders, and selecting an awardee that results in the best value.
- Formulate plans and recommendations regarding the negotiation of changes to large value contracts that are complex and have a high degree of risk associated with them.
- Maintains files and records of work; and performs other related duties as assigned.

Required Skills, Experience and Qualifications:

- Post-secondary Degree in Business, Law, or a relevant technical discipline with 4-7 years' experience.
- Knowledge and experience in the following is advantageous:
 - Contract management and/or procurement;
 - Management and Operating and/or target-cost and award fee type contracts;
 - Strong analytical and problem solving skills;
 - Ability to think strategically;
 - Strong interpersonal skills and the ability to work positively in a team environment;
 - Strong verbal and written communication skills;
 - Proficiency in the use of Microsoft Office Suite (Word, Excel, and Outlook);
 - Good judgment and initiative in collecting, integrating and analyzing information;
 - Ability to work under pressure of deadlines.
- Automated contract management/procurement systems;
- Must be able to communicate effectively and maintain a good working relationship with the contractor and be able to quickly grasp and properly appreciate problems and deal with them swiftly.
- Is an integral part of various project management teams and must be able to provide effective advice and guidance that enables the successful completion of the team's mission.
- This individual must be able to manage adherence to robust ethical standards and maintain a strong sense of fiduciary responsibility.

Please note the selected candidate must successfully meet Government of Canada security clearance requirements.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

AECL is an equal opportunity employer, dedicated to promoting a culturally diverse workplace. Preference may be given to members of a designated group (i.e., a woman, an Indigenous person, a person with a disability or a visible minority) to address identified under-representation, if applicable. We encourage candidates to self-identify.

Preference may be given to individuals who are bilingual.

About AECL:

As a federal Crown corporation, Atomic Energy of Canada Limited (AECL) has a mandate to enable nuclear science and technology and manage the Government of Canada's radioactive waste liabilities. Since 2015, AECL has been delivering its mandate through a Government-owned, Contractor-operated (GoCo) business model, whereby a private-sector organization, Canadian Nuclear Laboratories (CNL), is responsible for managing and operating AECL's sites on its behalf, pursuant to long term agreements. AECL's objectives under the GoCo model include accelerating Environmental Remediation Management, managing the Federal Nuclear Science and Technology Work Plan in support of government priorities and needs, and building a world-class nuclear laboratory that fulfils government priorities and grows commercial revenues, while reducing or containing costs and risks to Canada.

www.aecl.ca

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