



# 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:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Supervisor, Acquisitions

**Job ID** 20-968-08-058-1867  
**Web Address** <https://careers.indigenous.link/viewjob?jobname=20-968-08-058-1867>  
**Company** CSIS  
**Location** Ottawa, Ontario  
**Date Posted** From: 2020-09-01 To: 2050-01-01

### Description

Closing Date 2020-09-30  
Reference Number 20-968-08-058

Job Category Experienced

Who Can Apply Canadian Citizens

Location Ottawa, Ontario

Salary Range \$78,800 - \$95,870  
Status Indeterminate (permanent)  
Language Requirement Bilingual Imperative (BBB/BBB)

### Job Summary

- Manage the unit by setting objectives and priorities, developing plans, directing employees and evaluating performance.
- Analyse current procurement activities/processes and recommend improvement through more efficient procurement methods, quantity discounts, standardization, value analysis and cooperative purchasing.
- Negotiate contractual terms & conditions according to CSIS Policy, TB Guidelines, Government Contracting Regulations and formulate and approve all contracts within delegated financial approval limits as set out in the Specimen signature card, and recommend for approval to award to the D/Chief Acquisitions when the dollar value exceeds the delegated authorities.
- Plan the procurement process, including coordinating timeframes, for complex requirements by working in collaboration with clients in the development of statements of work/technical specifications, creating extensive evaluation criteria, developing negotiation strategies, provide industry with clear and detailed requirements, to ensure completeness, clarity, client expectation and deliverables.
- Coordinate and resolve problems/issues with end user clients and suppliers by conducting research and analysis on unprecedented, more complex requirements and identifying appropriate clauses and mitigation strategies. This includes researching process enhancements and policy requirements related to the acquisitions function. Advise clients on the Service's contracting policies, processes and procedures and the application and interpretation of the Government Contracting Regulations.
- Identify procurement activities in an automated procurement/asset management system to ensure the integrity of the database by inputting procurement/contracting data into the system.
- Participate in management training and acquisitions community development.

Education

Undergraduate degree and two (2) years of experience\*

College diploma (3-year program) and four (4) years of experience\*

College diploma (2-year program) and seven (7) years of experience\* The educational program must be from an accredited learning institution recognized in Canada.

If you completed a program outside of Canada you will be required to obtain proof of a Canadian equivalency at your expense from an accredited learning institution recognized in Canada.

Note: Any higher level of education could be recognized as experience.

## Experience

Recent<sup>1</sup> and significant<sup>2</sup> experience in the planning, coordination and delivery of contracting and procurement services for either goods or services:

1 Recent is defined as within the last eight (8) years

2 Significant experience is defined as experience, normally gained over a period in which these tasks are performed on an ongoing basis as part of the principal duties for the position. Candidates must also possess recent<sup>1</sup> and significant<sup>2</sup> experience for each of the following criteria:

- Experience in identifying requirements and providing advice, guidance and recommendations on contracting and procurement related matters.
- Experience in writing procurement related documents (including but not limited to statement of work and vendor contracts).
- Experience in negotiation, cost/benefit analysis or risk assessment in the context of contracting and procurement activities.
- Experience in the application of policies, standards and procedures related to contracting and procurement activities within the government of Canada.
- Experience in a supervisory role\*

\* For this criterion, we are looking for experience related to the skills required to perform the functions, and not necessarily formal "supervisory" experience. Depending on the number of employees to be supervised, this may involve various degrees of experience in planning, coordination, control and leadership of human resources. These skills may have been acquired through both work-related and other experiences, including volunteer and other work experiences as a supervisor or not. Assets:

- Supply Chain Management Professional (SCMP) designation.
- Experience using a database related to contracting and procurement (such as but not limited to AMMIS, SAP, etc.)
- Successful completion of procurement related courses or equivalents related to The Acquired Services and Assets Sector (ASAS)
- Communities Management Office (CMO) Certification Program - Procurement (Level 1)

## Competencies

- Advisory
- Communication
- Judgement
- Innovation
- Coaching

## Conditions of Employment

Not Applicable

## Notes

Not Applicable

## Reference Links

### Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

### Others

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit [CSIS for Supervisor, Acquisitions](#)