



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

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/25

Deputy Chief, Procurement and Acquisitions

Job ID 22-968-09-092-3939

Web Address

<https://careers.indigenous.link/viewjob?jobname=22-968-09-092-3939>

Company CSIS

Location Ottawa, Ontario

Date Posted From: 2022-06-29 To: 2050-01-01

Job Type: Full-time Category: Public Administration

Description

Closing Date 2022-08-02

Reference Number 22-968-09-092

Job Category Experienced

Who Can Apply Canadian Citizens

Location Ottawa, Ontario

Salary Range \$95,350 - \$116,060

Status Indeterminate (permanent)

Language Requirement Bilingual Non-Imperative (CBC/CBC)

Job Summary

The Deputy Chief is responsible for managing the corporate procurement and acquisitions program:

- Manage all activities of the unit by developing, implementing, organizing, reviewing plans and objectives, and evaluating procurement and acquisition requirements while liaising with clients/stakeholders.
- Direct a team of senior, intermediate and junior officers by assigning and reviewing work assignments, adjusting workflow and priorities to meet operational and administrative demands: Setting performance standards, evaluating performance and developing individual employee training road maps.
- Review and approve procurement and acquisitions within delegated authority as set out in the specimen signature card and recommend for approval to award to the Chief when the dollar value exceeds the delegated authority.
- Ensure consistent application of legislation, policies, legal precedents and comptrollership; ensure the integrity of procurement and acquisitions processes for the full range of procurement methods and identify manage risks.
- Provide professional, expert advice and direction to the responsibility centre managers on the interpretation of departmental policies and procedures as well as the application of government

contracting legislation and regulations.

- Prepare procurement and acquisitions cases and approval documents for the Contract Review Board (CRB) for review and decision; take follow-up action required by the Board; and assist in the development of Treasury Board Submissions to obtain governmental approvals.
- Write reports, documents, briefing material and presentations for management related to Procurement and Acquisitions.
- Develop/monitor/recommend procurement and contracting policies and procedures to improve effectiveness of the corporate procurement and acquisitions program.
- Act as subject matter expert in Procurement and Acquisitions, by developing and providing on the job training/learning events/presentations for Acquisition Officers and responsibility centre managers/clients.
- Liaise with other government agencies/departments on procurement and acquisitions related subjects that may affect procurement methodology and business practices.

Education

- Undergraduate degree and four (4) years of experience*
- College diploma (3 years) and five (5) years of experience*
- College diploma (2 years) and six (6) years of experience*
- Secondary school diploma and eight (8) years of experience*
- * Experience in planning, executing and managing procurement initiatives with experience in negotiating the contractual procurement of a range of goods and services.
- * Experience in reviewing and assessing client requirements, resolving issues and providing advice and recommendations to senior management and clients with respect to contracting, procurement and supplier management issues.

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 through a recognized credential assessment service. Note: Any higher level of education could be recognized as experience.

Experience

Candidates must also possess:

- Four (4) years experience interpreting and applying the Treasury Board policies, guidelines, and government contracting regulations.
- Two (2) years experience building and maintaining effective partnerships and working collaboratively with a variety of internal and external stakeholders (e.g. other government departments, central agencies, contractors, review bodies or the private sector).
- Two (2) years experience in human resources management or a formal supervisory* role.
- Experience developing, providing strategic and innovative advice, recommendations, analysis and briefings to senior management (EX level) on matters related to procurement and/or contracting.
- * Formal supervision entails the day to day planning, organizing, directing, and performance of the work of others (team) in achieving / attaining results within an organization. These skills may have been acquired through work experiences within the Service or outside. A file review will be conducted and only candidates with an overall average rating of 2.5 on their most recent

Performance Evaluation Report (PER) will be accepted.

Competencies

Key Leadership Competencies:

- Create Vision and Strategy
- Mobilize People
- Promote Innovation and Guide Change
- Achieve Results
- Uphold Integrity and Respect
- Collaborate with Partners and Stakeholders

NOTE: If you have successfully completed the 428, 861, 862 or the SELEX, please advise us.

Conditions of Employment

Not Applicable

Notes

While we continue to explore opportunities for flexible work arrangements, the majority of work in our organization must be done in the office.

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 Deputy Chief, Procurement and Acquisitions