

Procurement and Financial Services Manager

National Inquiry into Missing Murdered Indigenous Women and Girls

Various locations

Group/ Level: PG-05

Salary range: \$89,107 to \$100,095

Closing date: February 23, 2018

The National Inquiry into Missing and Murdered Indigenous Women and Girls (the “National Inquiry”) is looking for an experienced individual to fill the position of **Procurement and Financial Services Manager**.

The National Inquiry is entirely independent from the federal government and employees are appointed on a term basis. We are committed to having a highly skilled and well represented Indigenous workforce. We strongly encourage candidates to self- identify as belonging to Indigenous Peoples.

Key Activities - Duties

This is a management position where the incumbent is required to;

- Plan, direct and oversee the work of multi-disciplinary teams;
- Ensure that client service is high quality;
- Plan and manage the human and financial resources under his or her responsibility and report on results;
- Ensure quality control with current legislation, standards, regulations and codes;
- Develop strategies, make decisions and solve problems in a client relationship environment;
- Negotiate service agreements with client organizations and partners; and
- Work in partnership and on teams with various stakeholders.

Work Environment

We are looking for dynamic candidates with strong business acumen that will help with the transformation and modernization of procurement practices.

We are dedicated to creating a positive and dynamic environment where employees with new ideas and fresh perspectives can make a difference and excel. You will have the opportunity to increase your experience and expertise, benefit from a healthy work-life balance and a positive workplace where all employees are valued and recognized for their unique qualities, ideas, voices and perspectives.

Information you must provide

- Your resume.

Your resume must indicate that you meet all essential qualifications in order to be appointed to the position. Other qualifications may be a deciding factor in choosing the person to be appointed. Some essential and other qualifications will be assessed through your application. It is your responsibility to

provide appropriate examples that illustrate how you meet each qualification. Failing to do so could result in your application being rejected.

Qualifications

LANGUAGE REQUIREMENTS

- English essential (fluency in both verbal and written)
- French is considered an asset

EDUCATION

- A secondary school diploma or an acceptable combination of education, training or experience in procurement and contracting.

EXPERIENCE

- Recent experience in providing advice and support to clients, employees and management on procurement and contracting policies, practices and/or procedures.
- Recent experience in the preparation of tender and evaluation procurement and contracting documents.
- Recent experience in reviewing, analyzing and recommending improvements to statements of work and evaluation criteria.
- Recent experience in contract negotiation and resolving complex issues/cases throughout the contracting process (assessment and planning, acquisition, contract management and close-out).
- Experience in developing options and solving complex problems related to risk management in procurement.
- Recent experience of the interpretation and application of regulations or policies on procurement and contracting.
- Experience in negotiations with multiple stakeholders, such as vendors, legal counsel, or clients.
- Experience in human resources management and supervision including goal setting and performance measurement.

As per the Canadian Human Rights Commission's Aboriginal Employment Preference Policy, the National Inquiry into Missing and Murdered Indigenous Women and Girls seeks to promote the employment of Indigenous Peoples as its primary purpose is to serve the needs of Aboriginal people.

Interested candidates are invited to submit their cover letter and resume to l.hudson@mmiwg-ffada.ca by February 23, 2018. In the subject line, please indicate "**Procurement and Financial Services Manager**". Your resume must clearly demonstrate how you meet the education and experience requirements for this position.

We thank you for your interest in working for the National Inquiry. Only those selected for further consideration will be contacted.