



manitobahousing

*Our Vision: Strong, healthy and sustainable communities where individuals and families thrive.*

**Contract Administrator**

**HG1 Housing Purchasing Agent 1**

Regular/full-time

Department of Families

Asset Management, Manitoba Housing and Renewal Corporation

Winnipeg, MB

**Advertisement Number:** 309

**Salary(s):** HG1 \$55,964.00 - \$67,444.00 per year

**Closing Date:** September 21, 2018

**The Manitoba government recognizes the importance of building an exemplary civil service that is inclusive and reflective of the population it serves. We encourage applicants to voluntarily self-declare in the cover letter, resumé or application if they are from any of the following employment equity groups: women, Indigenous people, visible minorities, and persons with disabilities.**

**Employment Equity is a factor in selection for this competition. Consideration will be given to women, Indigenous people, visible minorities and persons with disabilities. An eligibility list may be created for similar positions within Manitoba Housing and Renewal Corporation and will remain in effect for 12 months.**

**Candidates who do not meet all essential criteria may be considered on an underfill basis at a commensurate rate of pay.**

**This competition may be used to appoint successful candidates to future acting status or permanent appointments within Manitoba Housing and Renewal Corporation subject to staffing approval. Manitoba Housing offers an attractive benefits package and pension plan.**

**Introduction:**

If you are looking for interesting and challenging work, this is a great opportunity to join our team. One of our roles is to promote community development and create opportunities for people to engage in activities that promote well-being and social inclusion where they live. Housing is integral to this process and we strive to safeguard an adequate supply of safe and affordable housing in communities across Manitoba, particularly for those of low and moderate income or those with specialized needs. It is also our role to sustain and improve the condition of existing social housing. For more information, we encourage you to visit our website at: [Manitoba Housing](http://Manitoba Housing).

**Conditions of Employment:**

- Must be legally entitled to work in Canada
- Must have the ability to travel within Manitoba
- Must possess and maintain a valid Manitoba Class 5 Driver's License
- Must provide satisfactory and current Criminal Records Check with Vulnerable Sector Search
- Must provide satisfactory and current Child and Adult Abuse Registry Checks

**Qualifications:**

**Essential:**

- Completion of post-secondary education in Procurement, Commerce or Business Administration, or an equivalent combination of training, education and experience
- Experience in the procurement of construction, industrial services and commodities with a sound understanding of the steps involved in the procurement process
- Experience with competitive bid law and a sound understanding of contract law as it applies to procurement in Canada
- Strong interpersonal skills with the ability to create and maintain strong supplier relations
- Experience adhering to and enforcing procurement policies, procedures, and contract obligations
- Strong leadership skills with ability to lead projects and work collaboratively in a team environment
- Strong analytical and problem solving skills
- Strong written communication skills
- Strong verbal communication skills

- Proficiency in the use of Microsoft Office Suite (Word, Excel, Power Point), Internet and Outlook

**Desired:**

- Enrolment in or completion of a supply chain designation (i.e. SCMP, CSCP)
- Experience in a public sector procurement environment
- Ability to adapt and respond effectively in a changing environment

**Duties:**

Reporting to the Manager of Procurement Delivery, the Contract Administrator is responsible for delivering complex procurement services across Manitoba Housing, while ensuring that Manitoba Housing's policies, procedures, and guidelines, are being followed. One of two teams within Procurement, the Procurement team collaborates with staff, primarily in Asset Management, Social Housing Management, and Northern Housing Delivery to ensure the facilitation of efficient and effective methods of procurement and maintains effective relationships with a vast array of suppliers.

**Apply Now:**

Advertisement # 309  
Civil Service Commission  
Human Resource Services  
608-330 Portage Avenue  
Winnipeg, MB, R3C 0C4  
Phone: 204-945-4394  
Fax: 204-948-2193  
Email: [govjobs@gov.mb.ca](mailto:govjobs@gov.mb.ca)

**WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF THE EMAIL.**

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or resumé if they are from any of the following groups: women, Aboriginal people, visible minorities and persons with a disability.

We thank all who apply and advise that only those selected for further consideration will be contacted.

Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

**PEOPLE. PURPOSE. PROGRESS**