

Manitoba Government

Job Opportunities

Contract Manager, Complex Procurement (Open Until Filled)

PM3 Planning and Program Analyst

Regular/full-time

Department of Consumer Protection and Government Services
Contracted Programs Management Office, Procurement and Supply Chain

Winnipeg MB

Advertisement Number: 41906

Salary(s): PM3 \$68,995.00 - \$86,717.00 per year

Closing Date: December 3, 2023

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

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 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.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Must be able to provide and maintain a satisfactory criminal record check

Qualifications:

Essential:

- Bachelor's Degree or completion of a professional procurement designation, project management certification or post-secondary education in business. An equivalent combination of related education, training and experience may be considered
- Experience planning, developing and executing high value, multi-stage and complex contracts and programs
- Experience clarifying contracted agreements and corresponding statements of work with business law applications and technical aptitude / understanding; developing solutions and sound executions
- Experience in planning, managing and controlling high value budgets or budgets that impact several service areas
- Experience with project management tools and ability to apply techniques to plan and manage projects
- Knowledge of different methods of service provider relationship management and the ability to identify and implement the most appropriate approach
- Strong interpersonal skills with the ability to build and maintain relationships and collaborate strategically with a variety of stakeholders
- Strong political acumen
- Strong critical thinking and problem solving skills
- Strong verbal and written communication skills, with the ability to effectively negotiate with a variety of providers and stakeholders
- Knowledge of public procurement best practices, legislation, regulations and trade agreements
- Knowledge and experience in process improvement, including continuous improvement and change management

Duties:

The incumbent of this role will have the following duties:

- *Distinguishing, executing and enforcing various forms of unique and non-standard contracts and agreements (ie: master terms, leases, facility access, statements of work, consultant agreements, royalty & revenue sharing, licensing etc.)*
- *Tracking, monitoring and validating services being performed as contracted.*
- *Clarification of contracted agreements and corresponding statements of work requiring business law applications and technical aptitude / understanding.*
- *Developing, implementing, leading, and maintaining service provider relationships, particularly during tumultuous and adverse situations in order to manage contract obligations.*
- *Change order management including drafting of change orders and/or formal contract amendments.*
- *Providing contract management expertise to stakeholders for complex contracts, and resolving commercial issues in accordance with contracted agreements.*

- *Independently managing consultations and negotiations with diverse stakeholders, recognizing the need to balance competing interests and demands, which can be changing and unpredictable.*

Apply Now:

Advertisement # 41906
Talent Acquisition - Executive Recruitment
Human Resource Services
608-330 Portage Avenue
Winnipeg, MB, R3C 0C4
Phone: 204-945-6892
Fax: 204-945-0601
Email: 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 YOUR EMAIL.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

Please be advised that job competitions for represented positions may be grieved by internal represented applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

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

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Any personal information provided including employment equity declarations will be used for employment and/or statistical purposes and is protected by The Freedom of Information and Protection of Privacy Act.

Alternate formats available upon request