



JOB POSTING

About Civida:

At Civida, home is our focus.

Civida is the largest provider of community and affordable housing in Edmonton, managing over 5,300 homes at more than 130 sites across the City of Edmonton. Housing more than 15,000 people, Civida administers rent subsidies for over 3,200 households each month. Collaboration is at the core of Civida's approach, partnering with the Government of Canada, the Government of Alberta, and the City of Edmonton, as well as social service organizations to create safe, inclusive, and affordable housing environments. Visit civida.ca for more information.

About The Role:

As a member of the procurement team, this position plays a key advisory and a strategic partner role in supporting business units through the full procurement lifecycle. The Procurement Specialist ensures that procurement strategies, documents, and processes are fully compliant with corporate and departmental policies, as well as public-sector trade agreements and procurement best practices. Operating as a business partner, this role provides end-to-end support from project initiation through to contract award, with a focus on high-value, high-impact procurements including capital projects, construction, and complex service agreements. The Procurement Specialist contributes to cross-functional project teams, helping to shape procurement approaches that deliver best value, mitigate risk, and meet organizational goals.

Key Responsibilities:

- Lead the planning, execution, and oversight of complex procurement initiatives related to construction and capital development projects
- Develop and execute robust procurement strategies that align with project delivery models (e.g., design-bid-build, design-build, construction management, and integrated project delivery), ensuring best value, risk mitigation, and regulatory compliance.
- Act as an advisor to internal clients on procurement planning, construction market trends, risk allocation strategies, supplier capacity, and contract structuring options.
- Prepare and/or review comprehensive solicitation documents (RFPs, RFQs, ITTs), including technical specifications, evaluation frameworks, pricing models, and contractual terms tailored to construction and capital procurement.



- Support complex contract negotiations, ensuring optimal outcomes in pricing, scope clarity, delivery timelines, warranty terms, risk management provisions, and performance-based incentives.
- Assess consultant-developed procurement packages for accuracy, completeness, and alignment with project objectives and public-sector procurement standards.
- Manage the bidding phase, including site visits, vendor briefings, issuance of addenda, and coordination of inquiries—ensuring transparency, fairness, and responsiveness.
- Guide evaluation teams through defensible, criteria-based assessment processes, while maintaining procurement integrity and auditability.
- Provide recommendations for contract award, supported by thorough analysis, and lead debrief sessions with unsuccessful proponents to strengthen vendor relationships and market competitiveness.
- Understand supplier management & performance during the procurement and contract execution phases, escalating non-compliance issues and supporting resolution efforts in collaboration with Contract Owners and Project Managers.
- Have solid understanding of supplier performance management framework by identifying key performance indicators (KPIs), monitoring outcomes, and supporting post-project evaluations to inform future procurement decisions.
- Build and sustain productive working relationships with internal and external stakeholders, including legal, finance, technical consultants, and industry partners to ensure alignment and success across project phases.
- Serve as a subject matter expert on evolving procurement methodologies, construction law, and industry best practices related to public sector capital project delivery.
- Stay informed on legislative updates, procurement case law, trade agreement obligations, and emerging innovations in construction procurement, such as modular builds, sustainability requirements, and collaborative contracting models.
- Review compliance and completion of deliverables prior to formal contract closure
- Ensure the completion of financial contract closeout documentation
- Assist in contract close-out meeting with suppliers
- Complete final supplier performance review, share with appropriate stakeholders and retain the documents with the support of Project Manager
- Provide advice to business units throughout the post-award phase, ensuring accurate interpretation and execution of contract terms and conditions for capital, construction, and service contracts.
- Development and administration of contract amendments and support for change orders, ensuring all modifications are properly justified, documented, and aligned with Civida's procurement policies, project objectives, and risk management protocols.



- Oversee insurance, bonding, and warranty requirements, including ongoing monitoring of compliance and renewal timelines, working closely with legal, risk, and finance as needed to protect Civida's interests.
- Prepare contract execution packages for internal and external signature, ensuring that documentation meets audit and legal standards and is compliant with applicable legislation and trade agreements.
- Advise business units and project teams on contractual rights, obligations, and escalation procedures, supporting effective issue resolution and minimizing disputes or delays.
- Coordinate and support consultant and contractor performance evaluations, ensuring that performance is assessed against agreed deliverables, timelines, safety requirements, and quality standards.
- Actively contribute to supplier performance assessments and participate in project close-out meetings, capturing lessons learned and supplier performance insights to inform future sourcing strategies.
- Identify and escalate emerging issues in contract delivery, including underperformance, scope creep, or budget risks, and collaborate with internal stakeholders to develop corrective action plans.
- Support continuous improvement in contract administration processes by identifying gaps, recommending enhancements, and contributing to the development of standard templates, procedures, and performance tools.
- Maintain strong working relationships with internal clients, contractors, and consultants to promote accountability, foster trust, and ensure project success from award to completion.
- Support business units following contract award, including accurate interpretation of requirements, assisting with change orders, contract amendments, insurance and bonding requirements and renewals.
- Accountable for the preparation of amendments and change orders for capital projects, service contracts and preventative maintenance contracts.
- Prepare contract documents for signature in accordance with prescribed policies and procedures.
- Facilitate consultant and contractor performance evaluations as required.
- Contribute to consultants' and/or contractors' performance evaluations when required.

Qualifications:

- *Post-secondary diploma in a business, supply chain management or a related field and a minimum of 5 years of related experience.*



- A professional designation related to the supply chain (i.e., SCMP) would be considered an asset.
- PMP or working towards a Project Management Designation would be considered an asset.
- Experience in public-sector procurement practices is required; Construction-related procurement is preferred.
- Strong understanding in alternative construction delivery systems, types of contracts, and Master Format specification methods is an asset.
- Sound knowledge and understanding of current trade agreements, legal principles and case law related to competitive bidding and contracts.
- Strong computer skills including formatting, editing and proofreading and ability to work with MS Office, Yardi (accounting software), Alberta Purchasing Connection (APC), and Bids Tenders.
- Knowledge of technical writing generally, specification writing practice, and in the use of Microsoft office, SharePoint and Adobe Acrobat.
- Knowledge of guidelines and standards, master specifications, policies and practices related to bidding and contracting.
- Understanding of and knowledge of insurance and bonding as it applies to design, construction and facility management.
- Sound understanding of risk management related to procurement.
- Familiar with design and construction of capital projects.
- Access to a personal vehicle for work purposes, a valid driver's license, and vehicle insurance are required

What We Offer:



Civida is proud to announce that it has been recognized as a winner of [Waterstone Human Capital's 2024 Canada's Most Admired™](#) Corporate Cultures Award in the Non-Profit and Broader Public Sector category.

This prestigious national program celebrates organizations that lead with purpose and create high-performance workplace cultures that fuel success. The award underscores Civida's commitment to fostering an inclusive, innovative, and collaborative environment aligned with its mission of providing housing solutions and advancing community well-being.

Explore a fulfilling career with us and enjoy a comprehensive benefits package that includes:

- Extended health and dental



Life starts with a home.



- Health and Personal Spending Accounts
- Employee Assistance Program
- Defined-benefit Pension Plan (LAPP)

How to Apply:

Civida is an equal opportunity employer, committed to a diverse workforce.

If you're a passionate individual wanting to contribute to our mission to provide safe and affordable house, please submit your resume and cover letter to careers@civida.ca

We thank all applicants for their interest. Only individuals selected for interviews will be contacted.

The successful applicant will be required to undergo a Police Information Check.

Applicants must be legally authorized to work in Canada. This role is not eligible for sponsorship, and we are unable to sponsor or take over sponsorship of employment visa or work permit.

Closing Date: July 3, 2025

Competition # 2533