



## 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](http://civida.ca) for more information.

### About The Role:

The **Contract and Procurement Specialist** leads structured procurement (RFx) processes for construction and construction-related services that support Civida's major capital projects. This senior individual contributor role partners with Project Teams to shape fit-for-purpose sourcing strategies, develop high-quality solicitation and evaluation materials, facilitate evaluations, and support contract formation and award documentation. The role is focused on procurement execution through award. Project Managers look after contract management functions.

**Salary: \$81,017.25 - \$99,453.75 per annum.**

### Key Responsibilities:

- Develops and sustains an understanding of business needs and priorities as a business partner to internal departmental stakeholders
- Lead end-to-end RFx processes (intermediate to high complexity) for construction and construction-related services, from sourcing strategy through award recommendation.
- Recommend procurement models and determine appropriate sourcing methods (competitive, invitational, and justified non-competitive), in alignment with Civida policy and delegated authority.
- Develop key procurement documentation such as sourcing strategies/contracting plans, RFQ/RFP/ITQ/EOI packages, schedules, and supplier communication plans.
- Work with Project Teams to refine requirements and scopes of work to improve clarity, measurability, and deliverability.
- Support contract formation and finalization by ensuring contract documents accurately reflect the RFx requirements, award decision, and negotiated terms (where applicable).



- Coordinate internal reviews and approvals (e.g., Legal, Finance, Risk as required) and ensure award documentation meets governance requirements.
- Provide procurement support for contract amendments when requested (e.g., supporting documentation, approvals, and record completeness), while day-to-day contract management remains with the Project Team/Contract Manager.
- Identify and implement improvements to RFX templates, evaluation tools, checklists, and standard work to reduce cycle time and improve consistency.
- Support the broader Procurement team by contributing to shared work, coordinating across files, and stepping in to help when priorities shift.

#### Qualifications:

- Post-secondary education in business, supply chain, construction management, project management, or a related discipline (or an equivalent combination of education and directly related experience).
- A minimum of 4 years' experience in supply chain and supplier management.
- MCIPS, NISCL or SCMP (or equivalent procurement designation) is preferred.
- Experience in public sector, broader public sector, or regulated procurement environments.
- Experience working with Indigenous partners and/or incorporating Indigenous participation approaches into procurement.
- Progressive procurement and sourcing experience, ideally including construction/capital projects and medium-to-large, higher complexity procurements.
- Familiarity with construction delivery models and construction contracting fundamentals.
- Demonstrated experience developing procurement/contracting strategies, drafting procurement and contract documents, leading evaluations, supporting negotiations, and managing supplier relationships in a structured and defensible way.
- Understanding of project management fundamentals, with strong organization and planning skills, and the ability to manage changing priorities and meet deadlines.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint) and ability to learn and use procurement/ERP tools and maintain high-quality records and documentation.

#### 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
- 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](mailto: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.*

Civida is an inclusive workplace dedicated to accessibility. Please let us know if you require any accommodations by emailing [careers@civida.ca](mailto:careers@civida.ca).

Competition # 2602