



Manager, Facilities Procurement

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📍 New Westminster, British Columbia

Campus Location: New Westminster

Regular / Term: Regular Full-Time

Closing Date: Open Until Filled (First review of applications on January 23, 2026)

Position Summary

The Manager, Facilities Procurement provides leadership for procurement and contract management activities that support facilities operations, capital projects, and ancillary services across JIBC. Reporting to the Director, Campus Planning & Facilities Operations, the role is responsible for implementing procurement strategies that deliver best value while ensuring compliance with public sector legislation, institutional policy, and ethical standards.

Working closely with Facilities leaders and leaders across JIBC, project managers, and external partners, the Manager leads fair, transparent, and competitive procurement processes, including RFPs, RFQs, tenders, and construction contracts. The role has direct influence over vendor selection, contract terms, and risk management, balancing cost, quality, service, and sustainability outcomes. Through strong supplier relationships and effective oversight, the position supports timely, high-quality delivery of operational and capital initiatives.

The Manager also provides people leadership for the Purchasing Department, including Central Stores and Book Store operations, and contributes as a member of the Facilities Division leadership team. This role offers the opportunity to shape procurement practices, lead continuous improvement, and make a visible impact in a public sector environment that values collaboration, accountability, and inclusive ways of working.

Qualifications & Requirements:

- Bachelor's degree in Business Administration, Supply Chain Management, Finance, or a related field, or an equivalent combination of education and experience.
- Professional certification in supply chain or procurement management (e.g., SCMP, CPPB, or equivalent).
- Minimum five years of progressively responsible experience in procurement or contract management, preferably in a public sector or institutional environment.

- Demonstrated experience leading staff and managing departmental operations.
- Strong knowledge of public sector procurement legislation, policies, and best practices.
- Proven ability to plan and execute competitive procurement processes, including RFPs, RFQs, tenders, and contract negotiations.
- Excellent analytical, problem-solving, and decision-making skills, with the ability to assess risk, value, and supplier performance.
- Clear and effective written and verbal communication skills, including the ability to prepare contracts and formal procurement documentation.
- Ability to manage multiple priorities in a complex, multi-site environment.
- Experience with budget management, cost control, and financial reporting.
- Commitment to ethical, sustainable, and transparent procurement practices, including supplier diversity.
- Demonstrated leadership style that fosters respect, inclusion, collaboration, and employee development.
- High level of initiative, professionalism, and confidentiality, with the ability to work effectively as part of a leadership team.
- Proficiency with Microsoft Office and related business systems.
- Valid B.C. driver's license.

About JIBC

Justice Institute of British Columbia (JIBC) is a public, post-secondary institution that provides education and training to those who'll be there to support British Columbians and others around the world, when a life is at stake or when health, safety or property is in jeopardy. Work for JIBC and be a part of the big picture – supporting justice and public safety professionals at all stages of their careers in fields including law enforcement, firefighting, paramedicine, security and emergency management.

As a JIBC employee, you'll play a role in our educational programming, which also includes complementary and related areas of study – from conflict resolution, mediation, leadership and counselling, to cybersecurity, business intelligence, and tactical criminal analysis – as well as applied research in the justice and public safety fields. Join our team and help us prepare JIBC graduates to contribute to safer communities and a more just society.

What JIBC Offers:

Fair Comparison/Excluded/Faculty Equivalent: We offer a total compensation package that includes a benefit plan, which includes Extended Health and Dental Benefits after three months, and enrollment in the College Pension Plan upon hire. In addition, we offer 20 vacation days and 10 Personal Days annually (pro-rated in first year), as well as generous other leave entitlements.

	\$97,140.00 to \$114,280.00 annually – Fair Comparison Excluded Compensation Salary Grid 10
Salary Range:	The Compensation Range shown reflects JIBC's range for the role: between 85% and 100% of the sector range control point. In the normal course, employees will be hired, transferred or promoted between 85% - 94% of the control point, based on the knowledge, qualifications and experience for the role, with exceptions in the 95% - 100% range.
Posting date:	December 24, 2025
Closing date:	Open until filled with a first review of candidates on January 23, 2026
Position Type:	Fair Comparison
Position Number:	1000492
Employment Type:	Full-Time Regular
Work Arrangements:	This is a regular full-time (35 hours per week) position. The successful candidate must be within a commutable distance to the JIBC New Westminster campus. Occasional travel to other campus locations is required.

How to Apply

Interested applicants must submit their application and all required documents online. Please ensure your resume clearly explains how you meet the required knowledge, skills and abilities of the position for which you are applying. Only candidates selected for an interview will be notified.

The Justice Institute of British Columbia is an equal-opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from individuals from visible minority groups, individuals of Indigenous heritage, persons with disabilities, and persons of all sexual orientation or gender identity.

If there are any barriers that you are experiencing or an accommodation that we can provide to support you through the application process, please reach out to us at hr@jibc.ca.

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