

Manitoba Government Job Opportunities

Contract Manager**PA3 Purchasing Agent 3**

Regular/full-time

Department of Central Services

Contracted Programs, Procurement & Supply Chain Division

Winnipeg MB

Advertisement Number: 35930

Salary(s): PA3 \$60,484.00 - \$72,967.00 per year

Closing Date: February 14, 2020

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.

Introduction

If you are looking for a rewarding and exciting career, this is a great opportunity to join our team. We have a comprehensive benefits package which includes extended health, health spending, dental, vision, long term disability, supportive employment, maternity and parental leave, a defined pension plan, relocation costs as applicable, training, educational support and career development opportunities, among others.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Must provide and maintain a satisfactory Criminal Record Check

Qualifications:**Essential:**

- Bachelor's Degree/Diploma in Business Administration or Management; or project management certification. An equivalent combination of related education, training and experience may be considered.
- Experience planning, developing, managing and executing high value, multi-stage complex contracts and programs
- Experience in managing high value budgets that impact several service areas.
- Experience with project management tools and techniques to plan and manage projects.
- Understanding of different methods of service provider relationship management and the ability to identify and implement the most appropriate approach
- Experience negotiating with service providers and applying process structured negotiations.
- Knowledge of public procurement best practices, legislation, regulations and trade agreements
- Knowledge of process improvement, including continuous improvement

- Knowledge and experience of change management
- Strong interpersonal skills.
- Strong written communication skills.
- Strong verbal communication skills.

To apply for this competition candidates must submit an APPLICATION FORM and RESUME.

[Click here to access the application form](#)

Screening for this competition will be based ONLY on information provided in the Application Form and Resumé. Candidates are encouraged to apply via email to govjobs@gov.mb.ca, or via alternate method to the contact information noted below.

Duties:

Reporting to the Director, Contracted Programs Management Office, the Contract Manager leads and manages complex, critical, pan-government contracts or programs and service provider activities.

[Click here to access the Position Profile](#)

[Click here to access the Application Form](#)

Apply Now:

Advertisement # 35930
Service Centre 3
Human Resource Services
600-155 Carlton Street
Winnipeg, MB, R3C 3H8
Phone: 204-945-8819
Fax: 204-948-3382
Email: govjobs@gov.mb.ca

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 may be grieved and appealed. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative or the grievor, if unrepresented. 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.

People. Purpose. Progress.

manitoba.ca/govjobs



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