

# Manitoba Government Job Opportunities

**Category Lead****PM3 Planning Program Analyst 3**

Regular/full-time

Department of Central Services

Corporate and Specialty Categories, Procurement & Supply Chain

Winnipeg MB

**Advertisement Number:** 38221

**Salary(s):** PM3 \$65,288.00 - \$82,064.00 per year

**Closing Date:** October 26, 2021

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).

This is a preference competition. All applicants are encouraged to apply, however first consideration for this competition will be given to women, Indigenous people and persons with disabilities. Applicants are requested to self-declare at the time of application.

An eligibility list may be created for similar positions and will remain in effect for 12 months.

A detailed position description is available upon request. Flexible work options available.

**Introduction**

The Category Lead is responsible for leading the development and execution of innovative procurement category management strategies. The incumbent provides expertise on all aspects of category strategies, strategic sourcing initiatives, category management plans, and the procurement cycle.

**Conditions of Employment:**

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

**Qualifications:****Essential:**

- Completion of post-secondary education in a related field or completion of a professional procurement designation. An equivalent combination of related education, training and experience may be considered.
- Experience within procurement cycles, including tendering, evaluation strategy, supplier selection, contract award, and contract management.
- Comprehensive understanding of category management methodologies and processes with the ability to apply tools and approaches such as spend analysis, supply market structures and value levers.
- Ability to collaborate with team members and stakeholders in developing, strategizing, documenting and communicating project plans and/or business requirements.
- Ability to manage and resolve complex issues in a highly demanding and fast paced work environment.
- Experience with project management tools and techniques to plan and manage strategic procurement projects.
- Experience managing a large portfolio or delivery of a diverse program.
- Ability to negotiate with internal and external stakeholders including demonstrated ability to apply a process to structured negotiations.
- Understanding of different methods of supplier relationship management and the ability to identify and implement the most appropriate approach.
- Ability to gather and analyze complex information to make recommendations to stakeholders and senior management.
- Strong written communication skills.
- Strong verbal communication skills.

**Desired:**

- Understanding of trade agreements and provincial legislation as it relates to public procurement.

**Duties:**

Reporting to the Manager, Category Management, The Category Lead's key responsibilities include: leading and implementing category management services, including overseeing all procurement activities within responsible categories; researching, analysing and making recommendations for best practices and performance standards, synthesizing many data points into meaningful insights and recommendations; collaborating with business partners to translate demand plans into category strategies and procurement plans; leading category analysis by developing and implementing category management strategies, including sourcing process, evaluation and negotiation; developing robust sourcing strategies based on complex research; developing and maintaining strong external relationships and partnerships with other departments and agencies across government and the broader public sector; monitoring ongoing complex

procurement projects, practices and strategies to promote standardization and process improvement across departments.

To be considered for this competition you must submit a cover letter and a copy of your resume. The selection board will rely only on information provided to determine whether a candidate will be invited for further assessment. Note: You may be asked to submit references or other documentation at a later point if invited for further consideration.

**Apply Now:**

Advertisement # 38221  
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](mailto: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 may be grieved and appealed by internal applicants. 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.

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