

Manitoba Government Job Opportunities

Category Analyst

PM2 Planning and Program Analyst 2

Regular/full-time

Department of Labour, Consumer Protection and Government Services
Procurement and Supply Chain

Winnipeg MB

Advertisement Number: 39631

Salary(s): PM2 \$59,406.00 - \$74,801.00 per year

Closing Date: August 15, 2022

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.

Introduction

Category Analyst will conduct analytical activities which support the development and implementation of category management strategies and procurement plans. They will also be responsible for execution of the strategies and plans.

Conditions of Employment:

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

Qualifications:

Essential:

- Completion of post-secondary education in Supply Chain Management or a related field. An equivalent combination of related education, training and experience may be considered.
- Experience with procurement cycles, tendering, evaluation strategy, supplier selection, contract award, and contract management.
- 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.
- Strong ability to research, gather and synthesize market, supplier, category and internal data.
- Experience with basic project management tools and techniques to plan and manage strategic procurement projects.
- Understanding of different methods of supplier relationship management and the ability to identify and implement the most appropriate approach.
- Ability to negotiate with internal and external stakeholders while applying a process to structured negotiations.
- Interpersonal skills with the ability to build and maintain productive working relationships with a variety of stakeholders.
- Strong written communication skills.
- Strong verbal communication skills.
- Analytical thinking and problem-solving skills.
- Strong political acumen with the ability to manage confidential, controversial and politically sensitive material and situations.

Desired:

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

Duties:

Reporting to the Manager, Category Management, the Category Analyst's key responsibilities include:

- Research and analyze category management strategies, providing results to cross functional teams.

- Execute category management strategies within cross functional teams.
- Develop, maintain and enhance Manitoba's approach to the supply market.
- Contribute to category strategies and forecasting activities.
- Research and assess new market entrants and non-traditional suppliers.
- Perform detailed analysis on categories to understand the market trends, cost drivers, suppliers and best practices.
- Lead tendering process including development of RFX, evaluation, negotiation and award.
- Provide technical procurement expertise to stakeholders, based on internal and external research.

Apply Now:

Advertisement # 39631

Service Centre 3

Human Resource Services

600-155 Carlton Street

Winnipeg, MB, R3C 3H8

Phone: 204-945-8819

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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 for represented positions may be grieved by internal represented applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative. 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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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