



## Employment Opportunity

Halifax Water is hiring for the job of **Procurement Officer**. This **Regular opportunity**, in the Corporate Services Department, has full time hours. You will work on a schedule starting from 8:30 am to 4:30 pm, Monday to Friday.

### **As a Procurement Officer, your main duties would be:**

- Procure goods, services, and construction for the organization, ensuring all applicable laws, legislation, acts, regulations, corporate policies, and professional standards are followed in the delivery of service.
- Provide advice and assistance to user departments regarding Halifax Water's procurement policy and procedures, ensuring compliance while maintaining the integrity of the public procurement process.
- Under the direction of the Manager of Procurement, responsible to coordinate, prepare and issue solicitation documents, addenda, clarifications, and award notices.
- Research market sources and vendors and remain current with industry trends and new products and services that may benefit Halifax Water.
- Coordinate the activities of the evaluation committee, ensure transparency and compliance with the procurement process. Verify bid compliance by ensuring all required documentation is included with bid submission.

### **To do this job, you need to:**

- University degree preferably in business or related field,
- Minimum of three (3) years public procurement experience with an emphasis on public tendering, bid evaluation, contracting and contract management,
- Experience with a computerized purchasing system, such as SAP, eProcurement, materials management would be an asset,
- Applicants must have completed or in the process of completing a procurement designation from a recognized institution; NIGP, SCMA, NECI or another recognized program.

This job is a unionized job under CUPE Local 1431. The **job description and benefits to working at Halifax Water** can be viewed on the Halifax Water website ([Work for Halifax Water | Halifax Water](#)). The salary for this job is \$64,466.41 annually and after 12 months of employment progresses to \$75,842.83 annually.

### **Halifax Water Is An Equal Opportunity Employer**

- Our goal is to be a diverse workplace, that is representative of the community we serve, at all job levels. We believe a diverse workforce positively contributes to its success, and the success of our community.
- We encourage applications from qualified African Nova Scotians, LGBTQ+ community, racially visible persons, women in non-traditional positions, persons with disabilities and Indigenous persons. **You are encouraged to self-identify in the cover letter.**

**How to apply:**

- Submit a cover letter and up-to-date resume, with **Competition #HW24-164E in the subject line of the email to [jobs@halifaxwater.ca](mailto:jobs@halifaxwater.ca) by 4:30 pm on October 11, 2024.**
  - o Other ways to apply include mail: Human Resources Department, P.O. Box 8388, RPO CSC, Halifax, NS B3K 5M1 or fax: (902) 490-6934.

Thank you for applying for a job with us. We will contact you only if we choose you for an interview.

**If offered the job:**

- You may need to complete a practical test.
- You will need to successfully pass a background check.
- You may need to successfully pass other pre-employment testing, which could include a satisfactory drivers abstract.