**Senior Procurement Officer**

**OPB (Ontario Pension Board –** [**https://www.opb.ca**](https://www.opb.ca)**)**

**Strategic Procurement**

**(Permanent Position)**

At OPB, the health and safety of our employees, clients, vendors, and stakeholders is our top priority. In accordance with the advice of applicable public health authorities, we have transitioned to work-from-home to mitigate the risk of the potential spread of COVID-19. To learn more about our hiring protocols during the COVID-19 pandemic, please visit our Careers site at <https://www.opb.ca/about-opb/careers>.

As the Senior Procurement Officer you will provide specialized procurement services and lead end to end procurement activities for OPB. You will partner with internal stakeholders to collaborate during each step of the procurement life-cycle, provide recommendations and advice on small to large procurements, and support the ongoing engagement with vendors to ensure OPB has received value for money. You will also be responsible for implementing and administering corporate procurement policies and procedures within a risk management and compliance framework. You will develop, implement, and administer procedures for the effective monitoring and reporting of corporate compliance with procurement policies and procedures. Providing project oversight based on the procurement model at OPB, you will support the appropriate model and lead continuous procurement process improvement initiatives.

You are an experienced procurement professional that possesses full-cycle public sector procurement experience. This includes in-depth knowledge and understanding of public sector procurement principles and methods, practices and regulations, and of the tendering process including contract negotiation and post-award contracting activities. You have strong procurement experience in IT hardware, software and services procurements as well as non-IT professional services. You have strong project management, negotiation, verbal and written communication skills to persuade and provide advice and guidance. You are able to prepare presentations, reports, and have the ability to advise, educate, and train employees on procurement concepts and compliance expectation in a collaborative manner. You have a good understanding of continuous process improvement principles and practices.

You possess a university degree either in business administration, commerce, finance, supply chain management or in a related discipline or a combination of education and work experience. A relevant professional designation from a recognized institute (Certified Supply Chain Management Professionals (CSCMP) or Certified Professional Public Buyer (CPPB)) is preferred.

**Please visit OPB’s Career page to apply:** [**https://opb.talcura.com/candidates/home.aspx**](https://opb.talcura.com/candidates/home.aspx)

**The competition will remain open until a successful candidate is selected**

**or until the competition is closed.**

OPB is committed to providing accommodation for people with disabilities in its recruitment process.

Please advise OPB if you require an accommodation, and we will work with you to meet your needs.

Candidates being considered for this position will be required to submit to a background screening.

We thank all applicants, however, only those selected for an interview will be contacted.