

# Procurement & Contract Specialist (Term)

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**Job ID:** 3464

**Openings:** 1

**Jurisdiction:** Civic Middle Management

**Division:** Financial Strategy & Sustainability

**Department:** Finance

**Branch:** Procurement

**Location Name:** Regina, Saskatchewan, CA

**Type of Posting:** Internal & External

**Employment Type:** Term up to one (1) year

**Hourly Salary:** \$39.44 - \$49.32 (Plus \$3.00/hour Market Supplement) **(2024 rate)**

**Annual Salary:** \$75,197.00 - \$94,034.00 (Not include Market Supplement)(2024 rate)

**Date Posted:** May 1, 2026

**Closing Date:** May 18, 2026

## Land Acknowledgement

We are proud to reside on Treaty 4 Territory and the traditional lands of the Cree, Saulteaux, Dakota, Nakota, Lakota, and Métis Nation, honoring and respecting these Nations and ancestors of this territory and grateful to be here. Regina is committed to building trust and creating true partnerships with Indigenous peoples.

## Equity, Diversity & Inclusion

The City of Regina is an equal opportunities employer dedicated to fostering a respectful, collaborative, inclusive, and barrier-free workplace, allowing everyone to achieve their full potential. We value diversity as a key to our success and encourage all qualified candidates, including Indigenous peoples, people of colour, 2SLGBTQIAP+ individuals of all genders, people of disabilities, and members of equity-deserving communities, to apply.

The City of Regina is committed to ensure accessible and accommodating processes during the application and selection phases. If you need accommodation at any point during the recruitment process, please inform our Talent team and we'll collaborate with you to address your requirements.

## Position Summary

Are you an expert in procurement with a keen eye for detail and a passion for ensuring fairness and transparency? As a Procurement & Contract Specialist, you will manage high-risk and complex procurement projects, ensuring strict adherence to trade agreements, bylaws, and purchasing policies. You will play a critical role in shaping procurement strategies, offering legal and strategic advice, and supporting contract negotiations. This position operates with a high degree of independence and professionalism, helping maintain fairness and transparency in public procurement while building strong relationships with internal and external stakeholders.

## Key Duties & Responsibilities

- Manage and lead high-risk, high-profile procurement projects from initiation through contract execution
- Develop and tailor procurement strategies that align with business objectives and risk assessments
- Ensure compliance with municipal, provincial, and federal laws, bylaws, and trade agreements throughout the procurement process
- Draft, review, and refine complex bid documents, contracts, and evaluation criteria for large-scale competitions
- Negotiate contract terms, resolve disputes, and assist with contract management to ensure successful vendor relationships
- Collaborate with internal stakeholders to gather project requirements and ensure alignment with procurement strategies
- Provide training, support, and expert advice on procurement procedures, legal obligations, and contract performance to departments

- Conduct compliance analysis and participate in bid openings to maintain fairness and transparency
- Assist with updating procurement policies, developing training materials, and improving processes based on lessons learned from past projects
- Manage vendor relationships, monitor contract performance, and address non-performance issues or contract breaches

### **Key Qualifications**

- The knowledge, skills and abilities for this position are obtained through a University Degree in Administration or Commerce and a recognized purchasing designation such as a Supply Chain Management Professional (SCMP) designation from the Supply Chain Management Association (SCMA). Certified Public Purchasing Buyer (CPPB) designation from the National Institute of Governmental Purchasing (NIGP) will be considered with the combination of years of experience and other education.
- Five (5) years of professional experience in a senior purchasing/buying role with specific experience in a large-scale purchasing operation and supervisory experience would be an asset.
- Candidates who do not meet the above educational requirements, will be required to qualify and obtain the education within three years of starting employment. If your experience does not qualify you to meet this deadline, you will not be considered for this position.
- Deep understanding of procurement law, competitive bidding, contract law, and trade agreements
- Proven ability to handle high-risk procurement projects with complex legal and contractual requirements
- Strong analytical and critical thinking skills, with the ability to assess risks and recommend optimal procurement strategies
- Excellent verbal and written communication skills for drafting clear, comprehensive bid documents and contracts
- Demonstrated negotiation skills, with the ability to resolve contract disputes and build consensus among stakeholders
- Ability to manage multiple high-priority projects within tight timelines and high-pressure situations
- Knowledge of project management methodologies and ability to lead and facilitate meetings and project discussions
- High level of ethical conduct, integrity, and discretion, with a focus on transparency and fairness in procurement
- Ability to work independently and collaborate effectively across departments to achieve organizational goals

### **Additional Requirements:**

- Successful candidates may be required to provide a satisfactory criminal record check per the City of Regina's Criminal Record Check Policy.
- Proof of education is required.
- Additional assessments may be conducted to evaluate competencies, skills, and knowledge.

**At City of Regina, we offer competitive compensation, health and wellness benefits, and growth through educational support and in-house courses. If you're passionate about public service and making a difference, apply now!**

**For detailed job descriptions, CBAs, and application tips, visit our [Applicant & Job Resources page](#).**

*Note: Only applications submitted via our online application system are accepted*