

# Looking for a career with purpose and passion?

## Procurement Specialist

SaskBuilds  
Regina, SK

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your  
future

SaskBuilds is home to government's new Single Procurement Service (SPS). The new service brings procurement professionals and expertise into a single organization that is focused on excellence and service. SPS provides services to the public and other ministries that support efforts to build the economy and make a better life for all Saskatchewan people.

SPS is seeking four (4) innovative, client-focused, and responsible individuals, with a highly collaborative service-delivery style, to work as Procurement Specialists. Based in Regina, this position will allow you to leverage your leadership skills, passion, and technical expertise with an organization that holds deep-rooted values of Respect & Integrity, Serving Citizens, Excellence, Innovation, Transparency and Fairness and Acting as One Team.

As a Procurement Specialist, you will be responsible for providing procurement expertise and guidance to ministry clients. These positions will:

- Research, identify and manage all aspects of a moderately complex competitive procurement process for goods, services and construction, including concise communication of procurement strategy recommendations, and innovations based upon research and analysis;
- Build relationships and liaise with ministry representatives to lead and guide them through the strategic procurement process to achieve client and government mission;
- Be a subject matter specialist by researching and analyzing trends and best practices;
- Consider supplier consultation and performance management within the procurement process; and
- Provide contract management by participating in ensuring the client and supplier fulfill their obligations as stated in the written contract.

The successful candidate will demonstrate:

- Knowledge of relevant legislation, regulations, acts, agreements, policies and/or procedures;
- Knowledge and demonstrated understanding of contract law and negotiation;
- Experience in strategic leadership, including having the ability to influence, persuade or convince others;
- The ability to accurately perform mathematical applications to calculate and determine financial implications resulting from the procurement process;
- The ability to work independently and/or as a contributing member of a team to complete work assignments, achieve common goals and objectives and contribute towards a positive work environment; and
- The ability to independently assess your own workload taking into consideration changing priorities, heavy workloads, tight deadlines, multiple reporting relationships and constant interruptions.

Typically, the knowledge for this position is gained through the successful completion of a Bachelor's Degree, or Diploma in a related field (ex. Supply Chain Management Association, Project Management, Commerce/Business Administration) or progressive experience in management of a project.

**What We Offer:**

- Dynamic, challenging work for talented individuals;
- A competitive salary;
- Comprehensive benefits package including pension;
- Vacation, earned days off (EDO) and other types of leave;
- Inclusive work environments;
- Advancement opportunities; and
- Flexible work arrangement.

Candidates that applied to competition INF002271 need not re-apply.

Closing Date: January 14, 2020

Competition Number: INF002389

The Government of Saskatchewan offers a wide range of careers with purpose and passion. Our people enjoy an enviable work/life balance in an environment that supports creativity, innovation and diversity while providing learning and career development opportunities. We're helping make Saskatchewan the best place to live, work and raise our families, by building the best public service in Canada. Join the team!

For more information on this and other opportunities in the public service, visit  
**saskatchewan.ca/careers**  
Toll free 1-866-319-5999

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