

# Looking for a career with purpose and passion?

## Procurement Business Partner

Ministry of SaskBuilds and Procurement  
Regina, SK

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your  
future

SaskBuilds and Procurement is seeking up to two (2) innovative, responsible, and results-oriented individuals to join the PMD team as a Procurement Business Partner in the Construction Branch. Based in Regina, this position will allow you the opportunity to demonstrate your leadership skills, passion, and technical expertise with an organization that holds deep-rooted values of Respect and Integrity, Serving Citizens, Excellence, Innovation, Transparency and Fairness, and Acting as One Team.

### In this position, you will:

- Create, implement, and maintain new procurement models, policies, and processes designed to help provincial government organizations adopt best practices and improve their procurement performance in all phases of the acquisition life cycle;
- Research, identify, and manage all aspects of a complex competitive procurement process (RFP) including utilizing different systems or tools to complete strategic sourcing initiatives, retrieve data, identify technical and legal issues, perform financial and non-financial data analysis, and evaluate current and future trends;
- Consult with other provinces on specific needs and work with the rules and regulations of other jurisdictions on intra-provincial procurement opportunities;
- Develop relationships and liaise with senior ministry, agency, and Crown Corporation officials to lead them through the strategic procurement process to achieve client and government objectives;
- Clearly and accurately explain, verbally and in writing, complex processes; interpret policy standards relating to the acquisition and contracting of services; and provide recommendations to clients to enhance knowledge and understanding of procurement policies, programs, laws, and procedures;
- Manage contracts to ensure that both suppliers and the clients are adhering to rules and regulations, maintaining confidentiality, and completing their obligations as stated in the written contract;
- Provide professional expertise to clients using project management methods to reach acceptable solutions for business requirements and ensuring best value procurement is achieved; and
- Create, format, and edit a variety of documents utilizing various software applications within tight and specific timelines.

### The successful candidate will have:

- Knowledge of procurement best practices, trade agreements, contract law, and contract negotiations;
- Strong communication, relationship-building, and customer service skills to work effectively in an evolving environment; and
- Excellent project management, problem solving, analytical, and organizational skills along with strong attention to detail.

**Closing Date:** February 1, 2023

**Competition Number:** RES006444

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 are 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](https://saskatchewan.ca/careers)

Toll free 1-866-319-5999

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