



Senior Procurement & Contracts Specialist

Join a mission-driven organization supporting First Nations communities

First Nations Capital & Infrastructure Agency of Saskatchewan (FNCIAS) supports Saskatchewan First Nations communities to plan, procure, own, and manager infrastructure assets on their lands. Our vision is *empowered, connected, and thriving First Nations built on sustainable infrastructure and healthy homes for present and future generations.*

We are looking for a Senior Procurement & Contracts Specialist to play a key role in strengthening procurement governance, managing complex sourcing initiatives, and ensuring responsible stewardship of infrastructure investments that support First Nations communities across Saskatchewan.

If you are an experienced procurement professional who thrives in complex environments and wants to contribute to meaningful community outcomes, we encourage you to apply.

About the Role

Reporting to the Senior Procurement Manager, the Senior Procurement & Contracts Specialist leads complex procurement and contract management activities while ensuring all sourcing processes are strategic, compliant, transparent, and commercially sound.

This role combines strategic procurement leadership with strong contract management expertise, supporting projects across infrastructure, construction, professional services, and technology procurement.

The successful candidate will also support the continued development of FNCIAS procurement practices and mentor members of the procurement team

Key Responsibilities Include:

Strategic Procurement

- Develop procurement strategies aligned with project requirements and FNCIAS policies.
- Lead complex competitive procurement processes including RFQs and RFPs
- Conduct market analysis and supplier engagement activities
- Coordinate evaluation processes and ensure transparent and defensible scoring methodologies
- Support supplier due diligence and onboarding

Contracts & Commercial Management

- Draft, negotiate, and administer contracts and service agreements
- Manage contract changes, milestones, and deliverables



- Monitor supplier performance and contract outcomes
- Resolve commercial issues such as disputes, claims, and performance concerns

Procurement Governance & Compliance

- Ensure procurement activities comply with FNCIAS procurement policies and funding requirements
- Maintain complete, organized, and audit-ready procurement documentation
- Conduct compliance reviews of procurement files
- Identify procurement risks and support mitigation strategies

Qualifications & Experience

We welcome candidates from a variety of backgrounds who share a commitment to improving infrastructure outcomes for First Nations communities.

Required:

- Post-secondary education in Supply Chain Management or a related field
- Minimum 8 years of progressive procurement, supply chain, or contract management experience
- Strong knowledge of Canadian procurement practices and contract negotiation
- Experience managing complex procurements and contracts across infrastructure, construction, professional services, or technology projects

Assets:

- Supply Chain Management Professional (SCMP) designation or currently pursuing
- Experience working with First Nations organizations or Indigenous economic development initiatives

Core Competencies

Successful candidates will demonstrate strength in:

- Procurement governance and compliance
- Strategic sourcing and competitive procurement processes
- Contract and commercial management
- Supplier relationship management
- Indigenous procurement awareness
- Analytical problem solving
- Procurement systems and documentation tools

Working Conditions

- Permanent full-time position
- Based in-office in Saskatoon SK
- Occasional regional travel may be required

Why Join FNCIAS?

We recognize the considerable importance of our most important resource: our employees.



**First Nations Capital
& Infrastructure Agency
of Saskatchewan**

- Competitive Compensation Package: We offer a salary commensurate with experience.
- A comprehensive benefits and pension plan.
- Purpose-driven work Supporting Saskatchewan First Nations
- Collaborative leadership and governance-focused culture

FNCIAS is committed to building an inclusive workforce that reflects the communities we serve and to continue creating opportunities for Indigenous persons within our industries.

Preference may be given to qualified Indigenous (First Nations, Inuit, Metis) candidates.

Selection Process

Shortlisted candidates may be asked to complete a procurement scenario exercise to demonstrate strategic sourcing, governance, and commercial decision-making skills.

Apply now on our website & careers page:

Submit Cover letter and resume to: <https://firstnationscapital.bamboohr.com/careers/44>