SHEPHERDS OF GOOD HOPE

JOB POSTING
(Internal/ External)

POSTING NUMBER: **2023-009**

POSITION: **Officer, Procurement**
Non-Union, Group Benefits & RRSPs

STARTING SALARY: **$56,000-$66,000**

CLOSING DATE: Send your resume and cover letter, quoting posting number **2023-009** to hrrecruitment@sghottawa.com no later than **4:00 p.m.** on **March 7, 2023.**

SUMMARY

Join us at Shepherds of Good Hope and add meaning to your work!

Shepherds of Good Hope (SGH) is one of the largest not-for-profit organizations dedicated to meeting the needs of individuals experiencing homelessness and vulnerably housed individuals in the city of Ottawa. Many individuals who access our programs and services live with complex trauma, mental health challenges and substance use disorders.

A leader in supportive housing and harm-reduction, you'll be joining an organization that provides around-the-clock, comprehensive services to all genders in seven supportive housing, shelter and programming locations across the city. With 113 new units in development, Shepherds of Good Hope is transforming lives.

YOU can be part of the transformation.

At Shepherds of Good Hope, you will find an inclusive environment, with dynamic and innovative programs that offer fulfilling work with flexible schedules to meet your needs.

You'll find permanent and part-time positions and many opportunities to upgrade your skills and advance your career. When you grow, we grow.

Ready to join us? There is a place for you here!

RESPONSIBILITIES

- Procurement co-ordination:
  - Works closely with internal stakeholders to understand their procurement needs
  - Plans, recommends and implements procurement strategy for the sourcing of goods and services in support of business strategies and operations

    - Partners with internal clients to understand and translate their needs into solicitation documents (RFPs, RFQs, RFIs)
    - Manages end to end process for purchase of materials and services (request, sourcing, price comparison, document creation, purchase orders, delivery tracking)
    - Researches and analyzes specialized purchasing requests to determine method and source of purchase
    - Identifies value and cost savings opportunities where possible
- Procurement process:
    - Develops, coordinate and manage all aspects of competitive and centralized procurement process
    - Prepare, review and/or finalize statements of work, evaluation criteria, selection methodologies and evaluation schedules
    - Provides recommendation alone or in conjunction with evaluation committee on final vendor selection
    - Review and assess procurement requirements including sole source rationale, draft statements of work, draft evaluation criteria, contractor's proposals/quotations, etc.
    - Performs contract negotiation in conjunction with internal client
    - Works within the procurement policy in place to maintain the efficiency and transparency of the procurement process while attaining the best value for the organization
- Administration:
    - Ensures appropriate levels of needed supplies
    - Partners with internal stakeholders to develop procurement documents such as, Service Agreements (SA), Memorandum of Understanding (MoU) and facilitate review with legal counsel
    - Tracks contract expiration and ensure timely renewal and extensions.
    - Prepares, issues and administers purchase orders for the procurement of materials and services
    - Responsible for the acquisition and procurement of routinely purchased supplies, equipment and services
    - Builds and maintains relationships with preferred vendors
    - Works with internal stakeholders and vendors as required to provide timely resolution to sourcing issues
- Policy and Process Development:
    - Assists in the development of procurement policies and procedures based on best practice
    - Provides policy interpretation and support to internal stakeholders
    - Maintains a database of contract templates

QUALIFICATIONS

- Experience requirements:
    - 5 years of progressive experience in procurement of goods and services, strategic contract management; preferably in a small-medium sized organization.
- Knowledge and technical skills:
    - Sound knowledge of contract development, evaluation and administration
    - Strong skills working in Microsoft Office and Contract Management Software
- Languages:
    - English, strong oral and written
    - French, an asset
- Soft skills and competencies:
    - Ability to prioritize sequencing of multiple projects concurrently and work well under pressure

    - Excellent interpersonal skills and the ability to build strong relationships with internal and external stakeholders in a customer-focused environment
    - Strong negotiating skills
    - Excellent judgement, critical thinking and decision-making skills
    - Highly developed attention-to-detail
    - Flexibility and the ability to adapt to a frequently changing environment
- Communications:
    - Internal, all staff
    - External, suppliers, vendors, similar organizations, legal counsel
- Must be legally entitled to work in Canada
- Must by at least 18 years of age
- For successful candidates:
    - A recent vulnerable sector check completed at maximum 3 months prior to employment offer.
    - Health and Safety Training completed during onboarding and updated annually.

WORKING CONDITIONS

The regular working schedule is 8 hours from Monday to Friday, during normal business hours that are typically between 8am and 5pm. There is an expectation of flexibility in scheduling work around program needs that may occur from time to time during evenings and weekends. This could include meeting with employees or suppliers or attending work events. Individuals in this role can work a hybrid of working from home and working in the office for part of the week. There is an expectation that the staff will manage their time accordingly and utilize flexible working hours where needed to make up for the times where exceptional hours may apply.

Shepherds of Good Hope is committed to being responsive to the diverse needs of our service users, residents, employees and volunteers, including those with disabilities. Please inform if you require accommodation through the hiring process and we will work with you to meet your needs.