

## Summary

Defence Construction Canada's Winnipeg office currently has an opening for a Coordinator, Contract Services. The Coordinator, Contract Services, arranges and prepares standard contracts for the Client-Partners (e.g. construction, professional services). The incumbent determines Client-Partner needs, provides advice on appropriate procurement approaches, reviews Client-Partner documentation, and arranges for the preparation and submission of documents to the responsible contract authority. The incumbent also makes recommendations to the contract authority about initiating procurement, process decisions and contract awards, and manages the Client-Partner relationship.

## Primary

- Provide advice to Client-Partners on all aspects of procurement
- Review Client-Partner information (e.g. specifications, financial details, security) and assemble for submission to the contract authority
- Prepare procurement documents
- Review tender submissions for compliance and facilitate proposal evaluations
- Make recommendations to the contract authority for approval (e.g. procurement initiation, process decisions, contract awards)
- Negotiate contracts with proponents
- Respond to inquiries from bidders
- Communicate with Client-Partners and industry, including debriefing unsuccessful bidders
- Prepare Notices of Proposed Procurement
- Develop and maintain effective relationships within DCC, and with industry, the Client-Partners and/or stakeholders
- Ensure quality standards are met, in line with corporate and Client-Partner expectations

## Other

- Review and approve initiation and award of contracts, within delegated signing authority
- Participate, promote and sometimes lead procurement planning with Client-Partners
- Manage risk
- Other duties as assigned

### **General and Specific Knowledge**

- Best practices, methods, trends and legislation in procurement
- DCC and Client-Partner procurement processes and procedures
- Government policies and trade agreements
- Project and risk management principles

### **Formal Education and/or Certification(s) and Experience**

- **Minimum:** college diploma in architecture, engineering technology or related field with four years' relevant experience, or the equivalent

### **Abilities**

- Use applicable computer software and operating systems
- Apply project and risk management techniques

### **Development and Leadership**

- Provide functional direction and advice to employees and to Client-Partners

### **Working Conditions**

- Typical office environment with occasional travel
- Some work may be located on construction sites; incumbent may occasionally be required to wear basic safety equipment

**Please visit DCC's website for additional information and to apply online.**

<https://www.dcc-cdc.gc.ca/english/careers/>

**Closing Date: January 6, 2019**