

PROCUREMENT AND CONTRACTS SPECIALIST

Contract or Secondment - to June 30, 2018, with the possibility of an extension to the end of December, 2018.

This is initially a part-time contract, with the potential for full-time hours by November 1, 2017.

Recognized as the voice of Child Welfare in Ontario, the Ontario Association of Children's Aid Societies (OACAS) has represented Children's Aid Societies (CASs) in Ontario since 1912. As a membership driven organization, the OACAS plays a role in the support of CASs in Ontario as well as coordinating projects and services. With a goal to build sector capacity, improve service quality, reduce costs and enhance the sustainability of Ontario's Child Welfare System, the OACAS has initiated the implementation of a Shared Services Program (SSP).

Reporting to the Director, Shared Services Program, the Procurement and Contracts Specialist is the primary functional lead for procurement activities during the SSP implementation and is responsible for providing overall process coordination for selection of service providers, including conducting RfX processes in compliance with the requirements for the Broader Public Sector. The primary deliverable from the role will be to establish pricing agreements and contracts for services to ensure maximum value for money on behalf of OACAS and its partnering Ontario children's aid societies (CASs).

The Procurement and Contracts Specialist will work with key stakeholders to understand their requirements, compile specifications, facilitate vendor selection and negotiate agreements on behalf of participating CASs - utilizing tools and processes such as RFP's, RFQ's, and RFI's. The position will be expected to collaborate and share information within, and across departments and agencies, and support various specification working groups. The role will also be responsible for initially building mutually beneficial relationships with strategic suppliers to ensure ongoing value is delivered to OACAS and CASs through these contractual relationships.

A copy of the full job description is available online at: <http://www.oacas.org/wp-content/uploads/2017/06/Job%20Description%20-%20OACAS%20-%20Procurement%20and%20Contracts%20Specialist.pdf>.

APPLY ONLINE to Anna Mikhael at <https://jobs-oacas.icims.com/jobs/intro> by end of day Friday, June 23, 2017. Attach cover letter and resume in one file.

We thank all candidates for their interest; however only those considered for an interview will be contacted.

OACAS is committed to building a diverse workforce representative of the communities we serve. We encourage and are pleased to consider applications from all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital / family status, sexual orientation, gender identity, aboriginal status, age or disability.

Accommodation at OACAS

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation for a disability will be provided in accordance with the Ontario Human Rights Code. Applicants are required to make any accommodation requests for the application, interview or selection process known in advance by contacting the Human Resources Department at 416 987-7725. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the interview or selection process which will enable you to be assessed in a fair and equitable manner.