



## **JOB POSTING - *Group Purchasing and Contract Management Implementation Specialist, Shared Services Program***

*Contract or Secondment – January to July 2018 (up to 3 part-time positions)*

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).

The *Group Purchasing and Contract Management Implementation Specialist, Shared Services Program* from a participating SSP agency will partner with the selected service provider and SSP Implementation team for Group Purchasing and Contract Management (GPCM) to onboard participating Children's Aid Societies (CASs) to this new shared service.

Three of the primary deliverables for the role will be:

- i. To inventory existing contracts at the agencies, identifying current vendors, expiry dates, and the nature of contracts currently in place
- ii. To identify priority spending areas for establishment of new Group Purchasing contracts in support of cost reduction opportunities at each agency
- iii. To confirm local procedures and processes for procurement processes

Reporting initially to the Director, Shared Services Program, with eventual transition to the Senior Manager, Shared Services Delivery, this role will be required to travel to participating agencies, establish a rapport with agency staff and follow directions from the GPCM service provider in collecting information, confirming the local procurement processes, and identifying initial cost reduction opportunities.

A copy of the full job description is available online at <http://www.oacas.org/wp-content/uploads/2018/01/Job%20Description%20-%20OACAS%20-%20Group%20Purchasing%20and%20Contract%20Management%20Implementation%20Specialist.pdf>

**APPLY ONLINE to Anna Mikhael, Human Resources Specialist by end of day Wednesday, January 24, 2018 at <https://jobs-oacas.icims.com/jobs/intro>. 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.