

Discover the
Possibilities



Request for Proposal Coordinator

The Purchasing Branch of Government Services is seeking an innovative, enthusiastic, responsible and motivated individual to work as a Request for Proposal (RFP) Coordinator.

You will be responsible for providing procurement expertise and guidance to departments helping them achieve their mandate. Specifically, you will be responsible for administering the competition process for the procurement of a wide range of goods and services, including Information Technology (IT) commodities for client departments by analyzing requirements, determining the appropriate procurement method, preparing competition documents and evaluating responses to achieve the best overall value for government.

The successful candidate will have knowledge of government procurement policies, procedures and practices such as the *Purchasing Act and Regulations* and trade agreements. You will also have knowledge of contract law and contract negotiation. You will have a demonstrated ability to use various types of software packages such as word processing, spreadsheets, presentations, and e-mail. You will have the ability to communicate effectively, both orally and in writing, creating, formatting and editing a variety of documents within a specified timeframe. You will have an ability to influence, persuade or convince others such as committees or groups in order to reach mutually acceptable or workable solutions/agreements. You will also be energetic and client-focused, with a highly collaborative service-delivery style. You will have a demonstrated history of meeting deadlines while applying close attention to detail. You will have demonstrated organizational, analytical, and problem solving skills which enable you to work effectively in an evolving environment.

Typically the knowledge for this position is gained through the successful completion of an undergraduate degree in commerce/administration or law and progressively responsible experience in procurement positions. The successful candidate will be required to obtain a procurement certification or designation for procurement related seminars/courses, such as Certified Professional Purchaser (C.P.P.), within an agreed upon time frame.

To apply, visit www.careers.gov.sk.ca

ADM003410, Regina, Government Services

CLOSING DATE: February 10, 2010