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QULLIQ ENERGY CORPORATION

Qulliq Energy Corporation (QEC) is entrusted to provide safe, reliable power to all customers in Nunavut. Owned by the Government of Nunavut and operated as an arms-length territorial corporation, QEC is the sole provider of electricity and district heating in Nunavut. In comparison to other utilities in Canada, QEC faces unique challenges as it operates 25 stand-alone diesel power generation facilities and distribution systems located in each of the territory's communities.

QEC-19-009 Procurement Coordinator (3 Year term)

Based out of Iqaluit, Nunavut and reporting to the Supply Chain Manager this position will advise company officials and personnel on the full range of procurement issues and provide support and guidance during all stages of the procurement cycle. The Procurement Coordinator will maintain a work plan for related tenders and contracts, formulate innovative solutions to help resolve complex procurement-specific issues, follow up on any related issues, and ensure that all technical specifications and requirements attached to purchase requisitions are accurate and complete.

Duties and Responsibilities:

- Advices QEC departments (Engineering, Operations, Line and Maintenance) on the development of standing offer agreements and service agreements to facilitate the efficient operation of the service cycles with relative agreements in place.
- Provides recommendations on solicitation methods (public tender, select invitation, direct invitation) and procurement methods (Request for Tender, Request for Proposals, etc.)
- Provides contracting process advice during the design phase of capital projects.
- Develops tender documents and manages tender processes for normal operations and capital projects.
- Oversees the tendering and bid opening processes and prepares the tender evaluation report.
- Recommends contract awards
- Maintains contract and procurement files.

Required Qualifications Include:

- Five (5) years' experience in procurement and contract administration and management for the purchase of goods, services and construction.
- An accredited post-secondary diploma in a related field of study.



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- Supply Chain Management Program (SCMP), Procurement and Contract Management Program (PCMP) or similar certification.
- Demonstrated ability to analyze and problem solve public sector procurement issues. Experience in tendering practices, regulations and policies, contract administration, including bid security and knowledge of project management practices.

Assets:

- Project Management Professional (PMP) designation.
- Project management experience in the areas of planning and scheduling, resources management, estimating and progress reporting.
- Knowledge of Nunavut, the land, language and culture.
- The ability to communicate in Inuktitut, Inuinnaqtun and/or French.

We offer a competitive starting salary range of \$91,435 to \$106,801, a northern living allowance of \$15,016 per annum, eligibility for overtime, a comprehensive benefits package including a defined benefit pension program and subsidized staff housing. This position is included in the Nunavut Employees Union.

Preference will be given to applicants who are Nunavut Inuit.

To apply email <u>careers@qec.nu.ca</u> or by mail to: Human Resources, Qulliq Energy Corporation, P.O. Box 420, Baker Lake, NU XOC 0A0

Apply in writing, by March 22, 2019.

Applications for this competition may be considered for future employment opportunities with QEC.

We thank all applicants for the interest; however, only those selected for further consideration will be contacted.