

Procurement and Material Manager

Position title: Procurement and Material Manager.

Appointment Process No: 2020-C32-LE07

Term Type: Indeterminate.

Term Details: This position is a Locally-Engaged Staff (LES) position, subject to the Terms and Conditions of Employment of the Government of Canada for LES in Pakistan.

Department: Global Affairs Canada, High Commission of Canada to Pakistan.

Number of Vacancies: 1.

Classification: Locally Engaged Staff, level 7.

Starting salary: 2,220,961 PKR per annum.

Benefits: Medical/Dental and Pension plan; 37.5 hours of work per week with vacation and sick leave entitlements; provision of healthy work-life balance and diverse work environment.

Location – Islamabad, Pakistan

Close date: 17 January 2021

Summary of Duties:

Under the supervision of the Deputy Management and Consular Officer, the Property and Material Manager performs the following duties, as assigned:

- Plans and administers services related to the procurement and maintenance of the High Commission of Canada (HCC) residential and official buildings.
- Plans and administers the activities related to the interior decoration of residential quarters and the supply/maintenance of required furnishings, equipment and appliances.
- Supervises a team of 4 Locally-Engaged Staff (LES) in the purchase, maintenance and repair of all materiel assets.
- Maintains contact with local real estate and construction industries to monitor trends/costs relative to the HCC operations, negotiates lease renewals, repair and maintenance contracts.
- Provide consultation services in respect to purchasing for residential quarters.
- Prepares the annual budget forecast for the HCC operation and maintenance requirements.
- Performs other duties as required.

Area of Selection/Eligibility:

This vacancy is open to all external applicants residing in Pakistan and to all HCC employees occupying an indeterminate or term position, including emergency employees. Before an offer of employment can be made, candidates must provide a local address as proof of residence in the country.

Candidates must have a valid work authorization covering the entire employment period. If the employment is indeterminate, the work authorization must be permanent or itself lead to a permanent work authorization. The High Commission of Canada in Pakistan does not sponsor work authorizations directly or indirectly.

The High Commission of Canada is an equal opportunity employer and welcomes applications from diverse candidates from across the community. Candidates will be considered on merit regardless of ethnic origin, religious beliefs, gender, age, sexual orientation or disability.

The High Commission of Canada offers an inclusive workplace where respect, teamwork, and collaboration are part of the organizational culture.

The High Commission of Canada is committed to promoting and supporting an environment free from harassment and discrimination, as well as encouraging and supporting employees to learn and develop their skills and competencies.

Essential Qualifications:

Candidates will initially be screened against the essential qualifications relating to education, experience and language. Candidates must clearly demonstrate in their cover letter and CV how they meet each of these essential qualifications (see section "How to Apply" for specific instruction on the format of the cover letter and application guidance).

Education:

- Master's degree from a government recognized university in any discipline.

Languages:

- Fluency in English and Urdu (comprehension, reading, writing and speaking).

Experience:

The candidate must have at least 5 years of experience:

- In planning and administering services related to procurement and material management.
- In supervising others directly and/or overseeing work by others, who do not necessarily report to you.
- In inventory management.
- In financial management.
- In a customer focussed environment.
- Of developing and maintaining a network of qualified suppliers.

Computer Skills: Proficiency in MS Office suite (including Word, Excel, Outlook)

Rated Requirements:

Candidates who meet the Education and Experience requirements will be assessed on the following rated qualifications. Methods of assessment may include, but are not limited to, a written examination, an oral interview, role-play, practical tests, presentations and/or reference checks.

Knowledge:

- Knowledge of administrative and financial procedures, budget planning and costing tools.
- Knowledge of material management, including procurement, control and disposal procedures.
- Knowledge of contracting processes.

Ability:

- Ability to communicate effectively (orally and in writing).
- Ability to analyse situations/information and make recommendations.
- Ability to prepare statistical and other reports by collecting, analyzing and summarising data and trends.
- Ability to plan, assign, coordinate, and manage the work and performance of subordinates.
- Ability to coordinate conflicting priorities within tight deadlines and meet work targets in a fast paced office environment.

Competencies:

- Professionalism.
- Integrity.
- Judgement.
- Adaptability and flexibility.
- Client focus.
- Focus on quality and details.
- Taking initiative.
- Resourcefulness.
- Networking/alliance building.
- Interpersonal relations and respect.

Selection Process:

All applications will be carefully reviewed against the essential qualifications and the rated requirements of the job.

Candidates screened in will be called for further assessment, including a personal interview with a series of questions designed to each applicant's knowledge, abilities and competencies for the post. In addition, test may be conducted to assist the selection board in assessing the applicant's qualifications, skills and language ability. Reference verifications shall be conducted as part of the hiring process.

Operational Requirements and Condition of Employment:

1. The appointment of the successful candidate will be subject to attaining a Reliability Status (RS), by the Head Quarter in Ottawa. To conduct a RS, the candidate will have to submit the following documents upon being selected by the mission:
 - Police clearance certificate (Character Certificate);
 - Letter of recognition from your bank, stating your name, years of client service and your address;
 - Professional and educational certificates and mark sheets (i.e. academic transcripts);
 - Professional affiliations.
2. The selected candidate must be available to work overtime and travel as and when required.
3. Candidates must have a valid work authorization to work in Pakistan covering the entire employment period. If the employment is indeterminate, the work authorization should be permanent or lead to a permanent work authorization.
4. Before an offer of employment can be made, candidates must provide a local address as proof of residence in Pakistan so that if selected, it will appear on the offer letter.

How to Apply:

For this position, please follow this link.

http://chc.amris.com/wizards_v2/chc/vacancyView.php?requirementId=4309&

Candidates can fill in the application in English or French only. In addition, candidates must submit a cover letter along with their resume clearly indicating how they meet the essential qualifications in this section with clear examples. Failure to do so will result in the rejection of the application.

Cover letter:

- The cover letter must follow this format and should clearly explain how you meet all the mandatory criteria:

- Title (mandatory criteria)—Explanation in 150 words or less on how you meet the criteria with concrete examples that demonstrate how you meet each criterion. The maximum word count allowed for each of the criteria is 150 words. Failure to follow the format or answering with more than the word count will automatically lead to disqualification.

The mandatory criteria expected to be covered are (150 words max per bullet points):

- At least five years of experience in planning and administering services related to procurement and material management.
- At least five years of experience in supervising others directly and/or overseeing work by others, who do not necessarily report to you.
- At least five years of experience in inventory management.
- At least five years of experience in financial management.
- At least five years of experience in a customer focussed environment.
- At least five years of experience in developing and maintaining a network of qualified suppliers.

Candidates who are unable to submit their application due to technical difficulties must report these to: CSDPDHHumanResources/RessourcesHumaines@international.gc.ca prior to the closing date. Failure to do so will result in the application being rejected.

Note that the candidates will only be contacted through the email provided in their application. Please check your mailbox regularly for any information.

Important Notes:

- Only applications submitted in one of the official languages of Canada will be accepted (English or French). Candidates are entitled to participate in the recruitment process in the official language of their choice and to indicate their preferred official language in their application.
- Communication for this process will be sent via email. It is the responsibility of the candidates to ensure accurate contact information is provided and updated as required.
- Candidates who apply to this vacancy should include an email address that accepts email from unknown users and regularly check their email, including spam folder.
- Reference check will be sought for candidates who would reach the interview stage.
- The High Commission of Canada to Pakistan does not reimburse any travel costs to and from interviews/exams, nor does it reimburse any relocation costs.
- Candidates requiring any special accommodation for exams or interviews are requested to inform us upon being invited to the exam/interview.
- The results of this recruitment process may also be used to establish an eligibility list of qualified candidates for similar openings at the High Commission of Canada to Pakistan which might arise in the 12 months following the completion of this recruitment process.
- Please contact CSDPDHHumanResources/RessourcesHumaines@international.gc.ca should you have questions pertaining to this recruitment process.