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## **EMPLOYMENT OPPORTUNITY**

### **Manager, Procurement Services**

**Job Classification:** Manager, Procurement Services – Full-Time  
**Competition #:** 2023-16

#### **About the Role**

Reporting to the Director, Government Services, this position manages and is responsible for sourcing and procuring required services and materials in alignment with VGFN procurement practices and policies. The position creates value by providing best-in-class sourcing solutions while lowering costs. Procurements' strategic goals are to significantly reduce VGFN's cost of doing business in alignment with priorities and broaden the inventory of competent vendors available to perform critical tasks on time and within budget.

#### **What you bring**

- University degree in business administration and/or diploma in procurement with a minimum of five (5) years procurement experience. An equivalent combination of training and experience will be considered;
- Supply Chain Management Professional Designation from Purchasing Management Association of Canada or Procurement Accreditation is an asset;
- Keen awareness of an interest in advancing the capabilities of indigenous partners to provide competitive services;
- Excellent communication skills, written and verbal, and proven ability to interact with senior levels of the organization;
- Proven negotiation skills, effective communication, comfortable working in a diverse environment;
- Quantitative and analytical skills, with statistics knowledge and experience;
- Ability to collaborate, is results orientated and is resilient in the face of complexity;
- Proficient with Microsoft Suite, specifically Word and Excel, and experience with the use of sourcing and analysis tools;
- Experience working in a northern indigenous community is an asset;
- Class 5 Driver's License with clean driver's abstract; and
- Current Criminal Records Check.

#### **Working Conditions**

- Adaptable to changing work assignments; and
- Location is Old Crow, YT.

#### **What we offer**

- A supportive and safe work environment;
- Competitive compensation will be commensurate with qualifications, up to \$142,000/per annum;
- Work experience in a multi-disciplinary team; and
- Equal opportunity, diverse and inclusive workplace.

#### **Working with Vuntut Gwitchin First Nation**

*Our mission is to promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.*

#### **Applications are open until filled.**

Please forward your resume to:

Human Resources Department  
Vuntut Gwitchin First Nation  
P.O. Box 94  
Old Crow, YT Y0B 1N0  
Email: [employment@vgfn.net](mailto:employment@vgfn.net)

A complete job description is attached.

Priority will be given to citizens of the Vuntut Gwitchin First Nation.

*While we appreciate all applications, only those selected for further consideration will be contacted.*



Our mission is to promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship, and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.

## POSITION PROFILE

INTRODUCTION	
Position Title: Manager, Procurement Services	Reports To: Director, Government Services
Dept: Government Services	Location: Old Crow, YT
Staff: 1-2	Revision Date: April 2023
PURPOSE	
<p>Reporting to the Director, Government Services this position manages and is responsible for sourcing and procurement of required services and materials in alignment with VGFN procurement practices and policies. The position exists to create value by providing best-in-class sourcing solutions while lowering costs. Procurements' strategic goals are to significantly reduce VGFN's cost of doing business in alignment with priorities, and broaden the inventory of competent vendors available to perform critical tasks on time and on budget.</p>	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> <li>• Manage a portfolio of commercial contracts and vendor relationships for services;</li> <li>• Develop tools to evaluate procurement risk and classify the organization spend accordingly;</li> <li>• Lead procurement initiatives to maximize vendor relationships and obtain best value;</li> <li>• Manage fuel/tank farm management and also freight, finding the most cost-effective solutions;</li> <li>• Effective contribution to VGG's initiatives to lower operating costs;</li> <li>• Conduct detailed assessments of organizational needs, develop solutions and vendor options that add value;</li> <li>• Support and/or lead strategic sourcing initiatives to distribute and manage RFI, FRQ, RFP and purchase order processes;</li> <li>• Manage, perform quality control, and generate reports on spend data and other key performance (KPI) indicators;</li> <li>• Recommence, develop, coordinate and implement best practice processes and procedures to maximize the effectiveness of the work performed;</li> <li>• Provide research, administrative and technical support to staff on the procurement of goods and services to ensure accuracy, timeliness of information and compliance with governing legislation, policies and procedures;</li> <li>• Provide support in preparation, processing and maintenance of procurement instruments in accordance with internal controls and relevant legislation;</li> <li>• Coordinate, participate and/or process various procurement activities including bid openings, change orders, security deposits, progress payments, contracts, etc.;</li> <li>• Assist with the administration of annual service and supply contracts;</li> <li>• Coordinate delivery schedules, monitor progress and liaise with clients and suppliers to resolve issues;</li> <li>• Coordinate asset disposals from a financial perspective;</li> <li>• Provide input and maintain relevant policies and procedures including contract administration manual and procurement templates;</li> </ul>	

- Maintain electronic and manual procurement records, and update the procurement section on the website;
- Follow, so far as is reasonably practicable, established safety procedures and standards;
- Engages with the Executive Team to exchange information and develop integrated work plans to achieve the VGG 5-year strategic plan; and
- All other duties as assigned.

**ACCOUNTABILITY & IMPACT**

- VGG multiyear housing plans fulfill the mandate of the 5-year strategic plan to provide viable and sustainable housing for citizens;
- Procurement adheres to Fiscal Policies relating to risk;
- Procurement adheres to health and safety requirements and building codes;
- A trusting and collaborative relationship exists with colleagues, partners, and external contacts.
- Council and the Executive receive accurate information to make informed decisions; and
- The VGG Standards of Conduct are modelled and promoted.

**FINANCIAL CONTROL**

Annual budget under direct control of this position:	Major (500K-1M)
Other responsibilities & influences:	Sole authority to sign contracts and purchase orders < 5k.

**WORKING CONDITIONS**

Environment:	Work is in a normal office environment where there are few undesirable conditions. Required to inspect housing units in varying temperatures. Many situations are confidential and require sensitivity and cultural competence.
Physical:	Normal
Hazards/equipment:	None
Travel:	None

*This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.*

**POSITION COMPETENCY PROFILE**

<p><b>Knowledge &amp; Experience</b></p>	<ul style="list-style-type: none"> <li>• University degree in business administration and/or diploma in procurement with a minimum of five (5) years procurement experience. Equivalent combination of training and experience will be considered;</li> <li>• Supply Chain Management Professional Designation from Purchasing Management Association of Canada or Procurement Accreditation is an asset;</li> <li>• Keen awareness of an interest in advancing the capabilities of indigenous partners to provide competitive services;</li> <li>• Excellent communication skills, written and verbal and proven ability to interact with senior levels of the organization;</li> <li>• Proven negotiation skills, effective communication, comfortable working in a diverse environment;</li> <li>• Quantitative and analytical skills, with statistics knowledge and experience;</li> <li>• Ability to collaborate, is results orientated and is resilient in the face of complexity;</li> <li>• Proficient with Microsoft Suite, specifically Word and Excel and experience with use of sourcing and analysis tools; and</li> <li>• Experience working in an indigenous northern community.</li> <li>•</li> </ul>
<p><b>Behavioral Competencies</b></p>	<ul style="list-style-type: none"> <li>• Client service</li> <li>• Respect</li> <li>• Communication</li> <li>• Self-awareness</li> <li>• Time management</li> <li>• Teamwork</li> <li>• Adaptability</li> <li>• Initiative</li> </ul>
<p><b>Conditions of Employment</b></p>	<ul style="list-style-type: none"> <li>• Satisfactory Criminal Record Check; and</li> <li>• Class 5 Driver's License and Clean Driver's Abstract.</li> </ul>