

Yukon University

Statement of Qualifications

Procurement & Contracts

Department: Administrative Services
Position Title: Procurement Officer
Location: Ayamdigut Campus
Date: April 2024

Essential Qualifications (assessed in screening process)

Education and Training: Relevant post-secondary education such as; a degree or diploma in Supply Chain Management, Business or Business Administration; OR A certification in a procurement or purchasing related field; OR other similar or relevant education.

Demonstrated Abilities: Experience working in purchasing or a public procurement environment, including contract preparation and administration. Excellent technical computer skills using spreadsheets and word processing software (such as MS Word, Excel, and SharePoint) including enterprise administrative systems.

Equivalency: Equivalent combination of training and experience may also be considered.

Licenses/Certificates:

Rated Qualifications (assessed through interview, etc.)

Knowledge:

- K.1 Of procurement, methods, techniques and principles of contracting services including:
- sourcing of supply
 - conducting and evaluating tenders
 - preparation and award of contracts
 - records management
- K.2 Of various administration procedures and practices
- K.3 Of commodities and services
- K.4 Of WHMIS, Transportation of Dangerous Goods and WCB compliance, with respect to goods and services

Abilities:

- A.1 To acquire goods and selected services in an efficient, effective and responsible manner including:
- sourcing of supply
 - conducting and evaluating tenders
 - preparation and award of contracts
 - expediting
- A.2 To maintain a centralized document control system.
- A.3 To set priorities, organize and discern information from various documents and reports.
- A.4 To maintain confidentiality and a high level of business ethics
- A.5 To process, analyze, and interpret financial data and documents
- A.6 To research and prepare specification, solicitation and contract documents.
- A.7 To work effectively with spreadsheets and word processing software (Excel, and Word) including enterprise administrative and on-line banking systems.

Personal Suitability:

- PS.1 Ability to communicate effectively, both orally and in writing.
- PS.2 Effective interpersonal skills, particularly in a cross-cultural/bi-cultural context.
- PS.3 Ability to take initiative, prioritize and work independently.
- PS.4 Ability to build and maintain effective working relationships with all levels of internal and external stakeholders.
- PS.5 Ability to examine and resolve complaints effectively.
- PS.6 Ability to deal with all people in a fair and equitable manner.
- PS.7 Strong customer service focus.