

SGEU Up-in-Range

The following posting is in accordance with the clauses dealing with "In-Hiring Rate of Pay".

Permanent Full-time

RES007847 - Procurement Business Partner

Ministry: Executive Government>013 Saskbuilds and Procurement

Grade and Job: SGEU.12., SIB - SGEU

Salary Range: \$44.410 - \$55.654

Rate Approved: \$45.75

Key Responsibilities of position:

Create, implement, and maintain new procurement models, policies, and processes designed to help provincial government organizations adopt best practices and improve their procurement performance in all phases of the acquisition life cycle; Research, identify, and manage all aspects of a complex, competitive procurement process (RFP), including utilizing different systems or tools to complete strategic sourcing initiatives, retrieve data, identify technical and legal issues, perform financial and non-financial data analysis, and evaluate current and future trends; Consult with other provinces on specific needs and work with the rules and regulations of other jurisdictions on intra-provincial procurement opportunities; Develop relationships and liaise with senior ministry, agency, and Crown Corporation officials to lead them through the strategic procurement process to achieve client and government objectives; Clearly and accurately explain, verbally and in writing, complex processes; interpret policy standards relating to the acquisition and contracting of services; and provide recommendations to clients to enhance knowledge and understanding of procurement policies, programs, laws, and procedures; Manage contracts to ensure that both suppliers and clients are adhering to rules and regulations, maintaining confidentiality, and completing their obligations as stated in the written contract; Provide professional expertise to clients using project management methods to reach acceptable solutions for business requirements and ensure best value procurement is achieved; and Create, format, and edit a variety of documents utilizing various software applications within tight and specific timelines. The successful candidate will have: Knowledge of procurement best practices, trade agreements, contract law, and contract negotiations; Strong communication, relationship-building, and customer service skills to work effectively in an evolving environment; Excellent project management, problem-solving, analytical, and organizational skills, along with strong attention to detail; and Project Management experience and/or an SCMP designation and/or a combination of years of experience would be considered an asset. SaskBuilds and Procurement: where infrastructure, procurement, real property, facility management, logistics and information technology meet to enable the Government of Saskatchewan's Growth Plan and programs and services for citizens and communities."

Qualifications of person Appointed:

Architectural Building Technologies Diploma

11 years related experience

Submit challenges to: staffing@gov.sk.ca

Closing Date: November 6, 2025