

CONTRACTS MANAGER

Department: Affairs

Term: Permanent Full-Time

Community: Nunatsiavut (Nain, Hopedale, Postville, Makkovik, Rigolet)/Happy Valley-Goose Bay

Closing: May 29, 2025

Responsibilities:

- Develop and implement procurement strategies to source products and services efficiently and cost-effectively.
- Manage the entire procurement process, including preparation of tender documents, evaluation of bids, contract negotiation and contract enforcement.
- Ensure compliance with procurement policies, procedures, and regulations.
- Monitor supplier performance and manage vendor relationships to ensure quality, cost, and delivery requirements are met.
- Oversee the execution of contracts, ensuring all terms and conditions are adhered to and resolving any issues that arise.
- Coordinate with project managers and other stakeholders to understand project requirements and ensure timely procurement of necessary resources.
- Maintain accurate records of procurement activities, contracts, and supplier performance.
- Track contract invoicing and costing to provide reporting back to Project Management team to ensure we are meeting all contract requirements
- Prepare and present reports on procurement activities, costs, and performance metrics.
- Provide guidance and training to staff on procurement processes and best practices.

Qualifications:

- Diploma in Business Administration, Supply Chain Management, with 5-10 years of related experience. Combination of relevant education and/or experience will be considered.
- Strong knowledge of procurement principles, practices, and regulations.
- Excellent negotiation, communication, and interpersonal skills.
- Proven ability to manage multiple projects and priorities simultaneously.
- Strong analytical and problem-solving skills.
- Experience working in a government or public sector environment is an asset.

Assets:

- Knowledge of Indigenous procurement policies and practices.
- Experience with infrastructure and public property projects.
- Familiarity with the Nunatsiavut region and its unique challenges.
- Bilingual in Inuktitut and English

Responsibilities:

- Stay informed about market trends, supply chain issues, and new products or services that could benefit the organization.
- Other tasks as directed by Director of Infrastructure.

Benefits:

- Competitive Paid Leave Package.
- Travel Benefit.
- Labrador Allowance.
- Group insurance including health and dental.
- Group pension.

Contact:

careers@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or resume when applying.

ANGIKATIGEGUTINNIK ANGAJUKKÂSAK

suliaKapvik: Aulatsivik

Kanga: SuliaKainnaluni Ilonnainik SitontiKalluni

Nani: Nunatsiavut (Nain, Hopedale, Postville, Makkovik, Rigolet)/Happy Valley-Goose Bay

killilipvinga: Mai 29, 2025

kamagijatsat:

- SakKitsiKattagialik atuttauliaKitsilunilu niuvinniagutininik atugatsanik ikajuttaugutinillu pitsianikkut akituluatlang-itukkulu.
- Aulatsigialik ilonnainik niuvinniagutininik ilautillugit atuinna-gutjigiamik Kinugautet allaKutinginnik, Kimiggunimmik Kinu-gautininik, angikAtigegutininik, satusaigutininik kamatsialunillu
- kamagialik malitsiamangâta niuvinnianinginni maligatsanik, pusiugialinnik pikKujausinillu.
- kamagialik niuviatsalet suliaKausingit, aulatsilunilu angika-tigisimajangit piujunik, akinginnik, tunijaugutinillu malitsia-mangât.
- kamagialik angikAtigegutininik kamatsialuni ilonnangit malit-taugialet Kanuilingauset malittauninginnik, apomautiKappa-ta kamagigialingit.
- AulatsijiuKataugialik suliangujunik angajukKânginnut asingin-nilu piKataujunik tukisimatsiagasuamut suliangujuit ma-ligatsanginnik tuavittukut niuvinniasongugialillu atugatsanik.
- Allakatasimatsiagialik niuviangusimajunik, angikAtigegutininik, aullaigatsalet suliaKausinginnilu.
- Malitsiagialik angikAtigegutet pigianinganit nâninganut akilitsat akinginnilu KaujitsiKattaluni Suliatsait AngajukKât suliaKatinginnut malitsiagasuamut ilonnangit angigutauma-jut pitsiataumangâta.
- Atuinnaugutjigialik tunitjilunilu Kaujisautininik niuvinniatauma-julittâjunik, akinik, suliaKausinillu.
- Ikajutsiagialik ilinniatitsilunilu suliaKattininik niuvinniagutininik piunitsanillu pikatausiusonik.

Ilisimausigigialingit:

- NalunaikkutaKagialik Aulatsijiugiamut, Aulatsisiasongialik ilonnâgut ikajotaugutininik, 5-nik 10-nut jârinik suliaKasima-jutsak atjigalanginnik tamatsumaup suliatsaup. Atullagiusok ilinniasimanninga ammalu/upvalu suliaKasimaninga kamagi-jaugajammijut.
- Kaujimatsiajutsak niuvinniagutininik pikatausininik maligatsanillu.
- Satusaigunnajutsak, uKâlaKatiKatsiasongujutsak, inoKutiKat-siagunnalunilu.
- Nalunangitullagiugialik angajukKausonguninga suliatsaligi-junik, sivulliutaugialinnik tapvainallagik.
- Kimiggusiasongujutsak nautsitutsiasongullunilu.
- SuliaKasimajutsak kavamani nunalinnilonnat ikajotaullagisok.

Suliatsatâgutaugunnatut:

- Kaujimatsianik nunaKakKâsimajuit niuvinniagutingita maligatsanginnik pikatausinginnilu.
- SuliaKasimajutsak tungaviligijiugiamik nunalet piKutinginnik suaKasimalluni.
- Kaujimajutsak Nunatsiavummi nunanganik atjiulagingitunillu pivitsausiaKattangittunik.
- UKâlasongulluni allasongullunilu Inuttitut Kablunâtitullu.

kamagijatsat:

- Kaujisajutsak niuvinniagatsait niutaunitsanik, pisiviusonik, nutânillu atugatsanik, ikajotitsanillonet ikajotaugunnatunik suliaKapvimi.
- Asinginnilu suliansanik tilijauguni Aulatsijimmut Tungavit-saligijiup.

Ikajuttaugotet:

- SuliaKatsiasongulluni Akilittutaulluni nukKangaviujuni Akilittutaulluni.
- Namutuinnak aigalannimut IkajuttaugutiKalluni.
- Labradorimi IkajuttaugutiKalluni.
- katingautik Insurins-siKalluni ilagijautillugu inositsiagittionimmi amma kigutiligijaunnimi.
- katingautik utittitaugutik InutuKaunimmut.

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliansasiuttunik tavatuak pigumajauluaKattatuk ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatingegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliansasiugutimillonnet ottugannimi.