

Vacancy #: MP-2012-010
Job Title: Procurement Specialist
Location: Mississauga
Temporary Assignment: Yes - 15 month

About the IESO:

The Independent Electricity System Operator (IESO) has over 400 employees and works at the heart of Ontario's power system, so that Ontarians receive electricity when and where they need it. The IESO monitors demand for electricity 24 hours a day, seven days a week and operates the wholesale electricity market to ensure that power is available to meet changing demands. The IESO-administered market connects generators that produce electricity, transmitters that send it across the province, retailers that buy and sell it, industries and businesses that use it in large quantities and local distribution companies that deliver it to people's homes.

Our vision is a vibrant Ontario economy supported by a reliable and competitive electricity market, and this is reflected in all facets of our business. We are committed to attracting and retaining talented and energetic professionals who want to be part of achieving our vision.

General Accountabilities

- Lead the procurement function in all aspects of procurement work including transactional purchasing, strategic purchasing and management of vendor data in the financial system.
- Design, develop and maintain procurement procedures and buyer guidelines and ensure that procedures meet due diligence and commercial requirements.
- Compliance with governing documents pertaining to procurement.
- Maintain awareness of conditions in the market place on goods and services required by the company and keep stakeholders informed of significant situations.
- Perform commercial evaluations of potential suppliers.
- Prepare and issue bid lists and obtain approvals where there are changes to regulatory or technical requirements and negotiate contracts for sole and only acceptable source requirements.
- Coordinate the issuance of competitive documents and receipt of responses while ensuring they are received in a secure manner and that confidentiality is maintained during the evaluation process.
- Negotiate favourable prices and/or terms with suppliers for the delivery of physical goods or provision of services.
- Perform ongoing administration of contracts.

Selection Criteria

- Requires strong knowledge of procurement methodologies and applicable legislation including: contract law, negotiating practices, duties and taxes, insurance, foreign exchange and terms of payment.
- Requires knowledge of business, mathematics, financial practices and procedures.

- Requires experience in procurement to design, develop and maintain procurement procedures and ensure due diligence is met.
- Requires procurement experience with the various commercial practices involving quotations, tendering, public advertising, purchase approvals, etc. with a focus on procuring IT related goods and services.

Education

- This knowledge is considered to be normally acquired in either a 3 year University Education in an appropriate discipline or equivalent.
- A period of over six years, up to and including eight years is considered necessary to gain this experience.

Core Competencies

- **Good analytical and communications skills.**
- **Strong interpersonal skills.**
- **Ability to work with minimal supervision.**
- **Ability to work in a team environment.**
- **Deadline oriented individual.**
- **Proven excellent customer service skills.**
- **Demonstrates organizational skills.**
- **Demonstrates leadership qualities.**
- **A strong personal commitment to customer needs.**
- **A strong commitment to corporate objectives.**

What the IESO Offers:

- Competitive market wages;
- Comprehensive benefit programs;
- Programs and policies to support a balanced lifestyle;
- A challenging fast paced team environment;
- Opportunity to work with some of the brightest people in the industry.

If you have the experience and qualifications for this position, please apply on-line through our careers website <http://www.ieso.ca/imoweb/careers/careers.asp>

We thank all candidates for their interest in opportunities with the IESO. While we appreciate your submissions, we regret that we can only contact those candidates selected for interviews. The IESO is an equal opportunity employer.