



The Organization

The Atlantic First Nations Water Authority (AFNWA) represents progress, innovation, and a long-term solution for water and wastewater issues that affect Atlantic First Nations communities. Incorporated on July 18, 2018, as a non-profit organization under the Canada Not-for-profit Corporations Act, the AFNWA is a ground-breaking First Nation owned organization that will provide water and wastewater services to participating communities. This approach will ensure a culturally appropriate, service oriented, and technically strong First Nations water utility which will own, operate, and maintain water and wastewater systems on their reserves.

As of April 2022, eighteen (18) First Nations communities have indicated their interest in becoming members of AFNWA by signing Band Council Resolutions (BCRs) indicating their desire to formally participate. These communities, located within Nova Scotia, New Brunswick and Prince Edward Island represent more than 60% of the total Atlantic First Nations by population. Using a scalable delivery model to incorporate further membership in the future, the AFNWA governance and organizational structure shows promise for a model which can be utilized by other First Nation communities across Canada.

The management structure of the AFNWA is aligned to deliver full water and wastewater services for First Nation communities with a central main office in Millbrook and decentralized approach to operations. This model reflects current best practice for service delivery to First Nation communities in Canada. It incorporates a hub and spoke approach to operations for optimal service delivery and to foster a deeper relationship with the communities served by the utility.



ATLANTIC FIRST NATIONS WATER AUTHORITY (AFNWA) POSITION DESCRIPTION

Position: Procurement Officer
Department: Corporate Services Department

Primary Function:

Reporting to the Manager of Corporate Services, the Procurement Officer is the primary point of contact for the delivery of the full range of procurement services. The Procurement Officer provides leadership and direction of the procurement process at AFNWA ensuring compliance with corporate policies and Provincial & Federal legislation.

Duties and Responsibilities:

1. Provide advice on AFNWA's Procurement Policy and its relationship to Provincial and Federal Procurement Legislation, ensuring open, fair, and transparent procurement practices are followed by user departments.
2. Direct procurement processes including Request for Proposals, Tenders, Multi step processes such as Expression of Interest/ Negotiation and RFQ/RFP approaches.
3. Maintain lists for preferred suppliers and standing orders.
4. Participate in decision making and recommend contract awards that are consistent with AFNWA's procurement policy, current legislation, and good procurement practices.
5. Protect against contractual and legislative exposure to legal liabilities through guardianship of the process, contract preparation and dispute settlement.
6. Critically review department requirements to ensure consistency in approach across the organization and that corporate objectives are met.
7. Exercise independent judgement and initiative to design procurement strategies, from among several accepted government procurement practices, and adapt and implement those strategies to meet the needs of the AFNWA Procurement Policy and applicable Legislation.
8. Use judgement, diplomacy, and confidentiality with respect to the complete procurement process. Implement procedures to ensure integrity of the proponents bid information.
9. Provide staff training on AFNWA's procurement policy and practices.
10. Support operational needs through designing appropriate procurement processes.
11. Research, identify and ensure all laws, legislation, Acts, regulations, and professional standards are followed in the delivery of service.
12. Participate in the Accounts Payable process, ensuring compliance with the procurement policy and proper documentation is maintained.
13. Assume other related duties and responsibilities, as assigned by the Manager.

MINIMUM QUALIFICATIONS:

Education:

Business Diploma or equivalent experience.

A recognized purchasing designation/accreditation or willingness to obtain is preferred (i.e. Certified Public Procurement Officer (CPPO) or Supply Chain Management Professional (SCMP)).

Experience:

Two years' experience in a relevant procurement/acquisition/purchasing position with experience in a public sector and/or public utility preferred.

Required Knowledge, Skills, Abilities:

- Thorough knowledge of PC based systems and ERP systems.
- Thorough knowledge of current trends, technology, and issues.
- Thorough knowledge of various relevant Provincial Acts and Federal Legislations.
- Demonstrated ability to maintain confidentiality and handle sensitive issues.
- Demonstrated ability to analyse/interpret organizational problems and recommend solutions.
- Demonstrated supervisory and labour relations skills.
- A forward-thinking professional, recognizing the value of diversity in the operation of Procurement in the public sector.
- Valid driver's licenses,
- Preference will be given to First Nations candidates
- Strong motivational, leadership and interpersonal skills.
- Strong budget, financial management and diagnostic skills.
- Strong communicator (verbal and written) and negotiation skills.
- Ability to work within a team environment to accomplish organizational goals.
- A demonstrated track record of effectively reducing costs in supplies and services.
- Personal integrity and excellent communication skills, both orally and in writing to deal effectively with the public and staff.
- Experience working in First Nation communities would be considered a significant asset, especially in Atlantic Canada.

Hours of Work: 40 hours per week plus overtime

Rate of Pay: \$57,495 to 71,868

CLOSING DATE: Friday May 27, 2022

APPLICATION INSTRUCTIONS:

Kindly forward all inquiries and applications to HR@AFNWA.CA. Application documents will only be accepted in .PDF or .DOC format. The applicant will receive an email confirming that the application has been received and all attachments are accessible. Successful candidates will be contacted on or before June 10, 2022, for next steps.