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**EMSB**



**EMPLOYMENT  
OPPORTUNITY**

**25** Celebrating 25 years!

## ASSISTANT DIRECTOR PROCUREMENT

General Circular No. M-25

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<b>Place of Work:</b>	Material Resources Department
<b>Status:</b>	100% REGULAR POSITION
<b>Classification:</b>	9
<b>Salary Rate:</b>	\$95,193 to \$126,920
<b>Start Date:</b>	Determined by the Board
<b>Immediate Superior:</b>	Director of Material Resources Department

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### Nature of the Work

In keeping with the mandate defined by the Director General and under the authority of the Director of Material Resources, the position of Assistant Director of Material Resources-Procurement entails optimizing procurement expenses by managing the organization's supply of products, materials and/or services, while ensuring the organization respects regulatory and compliance requirements by deploying effective procurement processes and practices.

The position includes, in particular, the following responsibilities:

- Define and manage strategic procurement needs for the organization and develop procurement strategies
- Develop and deploy the centralization/decentralization model for procurement, including balancing application of the principle of subsidiarity with regulatory compliance and strategic purchasing
- Supervise procurement management and operations, including: Tender preparation and negotiation, Procurement analysis (spend analysis, market & supply analysis, planned and unplanned quantities identification, performance data collection), buying process (purchase requests, follow-up on approval, manage purchase order, process reception), management of inventories and maintaining of accurate purchase and pricing records
- Develop procurement and tendering policies covering the above areas, ensure that they are implemented and assign corresponding process ownership within the Procurement department
- Oversee and ensure the development of procurement and tendering processes that respect the regulatory framework (notably, the LCOP) and that allow for necessary application of controls (e.g. delegation of powers), and receive updates and recommendations from the compliance officer in this regard
- Ensure that compliant and effective processes are established, deployed and controlled, for purchasing (from purchase request, to purchase order, to delivery)
- Maintain external and internal technological watch with respect to all types of procurement systems
- Prepare budgets, cost analyses, and reports
- Direct supervision of the following positions: Tendering Manager, Buyer, Procurement Analyst
- Collaborate with other Material Resources Assistant Directors
- Participate in Leadership Team meetings and strategic planning

### Requirements and Qualifications

- Undergraduate degree in a relevant field of study preferably in business management, engineering or a similar field certifying a minimum three-year university program, or hold a senior executive or senior staff position in a school board for which an undergraduate degree is required under the minimum qualifications
- Six years of relevant experience
- Professional experience in relevant fields, including 5 or more years of similar department or process management experience
- Excellent knowledge of public / para-public procurement regulations and requirements (LCOP)
- Strong understanding of procurement and tendering processes
- Knowledge of procurement systems (IT)
- Excellent analytical and strategic thinking skills
- Strong commitment to compliance and transparency
- Strong focus on process efficiency & optimization, and continuous improvement
- Ability to build a culture of strategic and long-term thinking
- Ability to build a culture of compliance and transparency
- Fluency in English and French (oral and written)
- Excellent communication and interpersonal skills
- Any other related tasks

To view job description as outlined in the classification plan [click here](#)

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Interested candidates should send their letter of interest and curriculum vitae to [jobs@emsb.qc.ca](mailto:jobs@emsb.qc.ca)  
to the attention of Ms. Ann Watson, Director of the Human Resources Department,  
**by Tuesday July 2 by 4:00 p.m.**

Please refer to the circular number in your letter of application.

Only candidates chosen for an interview will be contacted by the English Montreal School Board.

Tests may be administered in order to assess candidates' skills.

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The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.