



TENDERING MANAGER

General Circular No. M-2

Place of Work:	Material Resources Services Department
Classification:	5
Salary Rate:	\$72,911.00 to \$97,212.00
Start Date:	Determined by the Board
Immediate Superior:	Assistant Director of Procurement – Material Resource Services Department

Nature of the Work

The tendering manager position entails the performance of management duties pertaining to the deployment of the tendering process, managing tender preparation, and ensuring compliance of all participants with applicable rules and policies.

General Responsibilities:

- Follow and enforce the organization's procurement policies and procedures with respect to tendering
- Develop, deploy and manage a compliant tendering process (assign responsibilities of participants throughout the process and enforce) that respects the regulatory framework (notably, the LCOP & LGCE), that allows for necessary application of controls (e.g. delegation of powers), and treats internal clients at EMSB with a customer service approach
- Act as process owner for tendering process
- Manage tender preparation and prepare the tender except those sections delegated within the process, and as per the tender type, product category, etc., while ensuring alignment with EMSB requirements
- Negotiate contracts, including comparing proposals and negotiating with vendors for price and specifications to reduce costs, within the bounds governed by regulatory frameworks
- Oversee all tenders for all department contracts, inventory all contracts in a structured way
- Act as secretary of the selection committee for calls for tenders with a quality assessment and ensure that certificate, issued by the SCT, is kept up to date
- Monitor purchasing groups (e.g. CAG, CGTSIM, Collecto) and prepare the necessary documentation to join them (e.g. mandate, authorizations, etc.)
- Ensure compliance and reporting (SEAO) within the tendering process(es)
- In collaboration with the RARC and the Assistant Director - Procurement, analyze training needs of tendering process clients and provide necessary support
- Develop KPIs related to tender management and enforce contractual completion
- Maintain and update supplier information such as qualifications, delivery times, product ranges, etc.
- Build and maintain long-term relationships with vendors and suppliers
- Research and evaluate prospective suppliers
- Act as IT Pilot for tendering system (Edilex)
- Organize, assign and verify the work of the employees assigned to the Procurement department
- Supervise and evaluate the staff under the incumbent's responsibility

The incumbent will participate, on a rotation basis, in the duty roster (watch and guard of buildings) for weekends, evenings and holidays.

Requirements and Qualifications:

- Diploma of Collegial Studies (DEC) in a relevant field of study AND six (6) years of relevant experience
- Bachelor's degree in an appropriate field of study attesting to a university study program lasting three (3) years, (Business Management or similar field preferred), or hold a senior executive or senior staff position in a school board for which an undergraduate degree is required under the minimum qualifications
- Professional experience in relevant fields, including 2 or more years of procurement management experience
- Strong technical abilities
- Excellent knowledge of public / para-public procurement regulations and requirements (LCOP)
- Excellent understanding of tendering processes and systems (e.g. Edilex)
- Strong understanding of procurement processes and systems (e.g. Achats)
- Demonstrated strong negotiation aptitudes
- Proficiency in MS Office suite - Excel, MS Project, PowerPoint, Teams
- Excellent written and oral communication skills, in both French and English
- Strong communication and negotiation skills
- Strong commitment to compliance, transparency, and attention to detail
- Strong leadership abilities, and ability to enforce process excellence, contribute to a culture of long-term saving and procurement costs, to work in a culture of efficiency, effectiveness, and compliance, and drive a customer-centric, service-oriented culture
- Have access to a vehicle in order to be able to displace quickly and be present in several different schools or centres in a given day

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

Interested candidates should send their letter of interest and curriculum vitae to jobs@emsb.qc.ca to the attention of Ms. Ann Watson, Director of the Human Resources Department,

by Thursday September 12 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.

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.