

**CITIZENS FIRST THROUGH SERVICE EXCELLENCE**

We have an exciting or **Permanent Full Time Non-Union** opportunity in the **Procurement Services Department** for an *experienced and motivated individual*.

**Program Manager, Procurement Services (FILE #J1224-0269)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

**Responsible for:**

Reporting to the Director, Procurement Services, the Program Manager provides leadership support, functional guidance, and direction to staff, in implementing projects and providing data analytics that support the development of procurement policies, procedures, audit and management reporting. Develops effective control and quality measures to ensure policy compliance is sustained by all City staff, including Procurement staff, and provides recommendations for improvements on existing Business Processes. With a focus on continuous improvement and project implementation, the Program Manager defines priorities in order to deliver successful project outcomes. Assists the Director with setting the Department's strategic direction, lead strategic initiatives, implementation and change management processes and develops Departmental Annual Business Plans. Oversees key projects to ensure adherence to timelines.

Monitors and evaluates adherence to Procurement Policies and Procedures and implements changes as required. Creates reports and dashboards to show ongoing progress and as tools to aid the corporation in making procurement-related decisions.

**Qualifications and experience:**

- Undergraduate Degree in Finance, Financial Analysis, Supply Chain, Business Management, or related discipline
- Minimum of seven (7) years related experience in Procurement and Sourcing including governance, process, systems and data functions. Previous experience in a project management and compliance role is an asset
- Strong analytical, research, and problem-solving skills
- Excellent computer skills, including advanced knowledge in Microsoft applications (Outlook, Word, Excel, PowerPoint, Visio). Familiarity with ERP type procurement modules such as JD Edwards Procurement, Clear Point for Annual Business Plans, Eclipse PPM for Project Management
- Ability to build constructive work relationships (e.g., clients, departments, team members) to meet mutual goals and objectives. Acts in a professional and supportive manner
- Ability to maintain effectiveness when faced with major changes in work tasks and make adjustments to work effectively within new structures, processes, requirements or cultures
- Possess a valid Ontario 'G' driver's license, in good standing, with access to a reliable vehicle for corporate use or the ability to travel safely and efficiently to any offsite required activities
- Knowledge of, and demonstrated ability in, the City's core competencies and relevant functional competencies
- Ability to work outside normal business hours, as required.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please apply on or before January 8, 2025 at: [City of Vaughan - Program Manager, Procurement Services](#)

Please note that only candidates selected for interviews will be contacted.

*The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.*