

## Job Title: Procurement Specialist - IT Category

# Procurement Specialist - IT Category

### Take a central role

The Bank of Canada has a vision to be a leading central bank—dynamic, engaged and trusted—committed to a better Canada. No other employer in the country offers you the unique opportunity to work at the very center of Canada's economy, in an organization with significant impact on the economic and financial well-being of all Canadians. You will be challenged, energized and motivated to excel in our environment.

Building on the principles that have always guided us – excellence, integrity and respect – we strive to be forward-looking and innovative, to welcome people with diverse perspectives and talents, and to earn trust by living up to our commitments and by clearly explaining the intent of our policies and actions.

With our defined-benefit pension plan, benefits, and high flexibility for work life balance - find out more about why we are annually ranked as one of Canada's top employers: [Working Here - Bank of Canada](#)

Find out more about the next steps in our [Recruitment process](#).

This process will be used to staff one (1) indeterminate position and one (1) term position of 12 months with possibility of extension. The indeterminate position requires demonstrated experience in Information Technology procurement. For the term position, the Bank is open to considering candidates with expertise in other complex procurement categories, provided they have strong experience leading competitive processes and advising clients in a public procurement environment.

### What you will do

As an experienced Category Procurement Specialist (IT), you will lead and deliver medium to complex sourcing initiatives and contracts in support of the Bank's major programs and corporate purchasing activities. You will provide strategic procurement advice and manage competitive processes for Information Technology goods and services, including software, hardware, and professional services. You will plan, negotiate, and implement sourcing projects such as Requests for Proposals (RFPs), Requests for Supplier Qualifications (RFSQs), Requests for Information (RFIs), and related contractual instruments. You will conduct open public and invitational competitive processes in accordance with applicable trade agreements, procurement policies, and directives, and assess when limited tendering is appropriate and defensible.

You will develop sourcing strategies and statements of work, facilitate bid evaluation processes, and prepare clear recommendations, approvals, and documentation, including contracts, standing offers, purchase orders, and amendments.

In addition, you will:

- Support and advise clients on IT portfolio procurement planning and sourcing strategies, including medium to long term planning
- Lead and facilitate compliant procurement processes to identify, monitor, and mitigate third party and supplier risks
- Collect and analyze qualitative and quantitative data to identify trends and support evidence based decision making
- Collaborate with clients and colleagues to identify and advance innovative procurement approaches
- Manage the review, recommendation, and approval of procurement exception justifications, ensuring alignment with trade agreements, internal policies, and delegated authorities; provide concise briefings to senior leadership when required
- Collaborate with the Procurement Business Analyst and Procurement Lead to develop and operationalize the integration of Artificial Intelligence (AI) into procurement processes
- Build and maintain strong relationships with stakeholders to align objectives, promote best practices, and deliver high quality procurement services

- Promote awareness and understanding of procurement policies, processes, and objectives among clients
- Monitor changes to trade agreements and procurement best practices and recommend process enhancements as required
- Contribute to strategic change initiatives, projects, and ongoing operational planning
- Deliver excellent client experience while balancing value, risk, and compliance considerations
- Mentor and support junior procurement team members

### **What you need to succeed**

You are a proactive and trusted procurement professional with significant experience leading complex competitive processes. You are skilled at influencing stakeholders, building strong relationships, and gaining commitment across all organizational levels. You approach your work with curiosity, sound judgment, and the ability to analyze and synthesize complex issues to formulate clear, well reasoned recommendations.

You have strong negotiation skills and are comfortable working with clients and stakeholders to align timelines, expectations, and sourcing strategies. You are a collaborative team player who shares expertise and supports continuous improvement.

You also bring strong knowledge of advanced procurement concepts, contracting practices, tools, and emerging trends, particularly in the Information Technology domain.

You have:

- Significant experience in IT procurement, including software, hardware, and professional services
- Demonstrated experience delivering open public competitive processes governed by trade agreements and procurement directives (e.g., CFTA, CETA, Indigenous procurement, or equivalent frameworks)
- Practical experience applying innovative procurement approaches, such as Best Value Business Models (BVBM), Negotiated RFPs, Competitive Dialogue, Commercially Confidential Meetings (CCMs), Best and Final Offer (BAFO), peer benchmarking, and the use of AI in procurement
- Experience collaborating with external peers to benchmark practices and share insights
- Strong experience advising clients on complex negotiation strategies
- Experience working with collaborative or group buying contracts

### **Nice-to-have**

- SAP experience
- experience in procurement categories other than Information Technology (e.g., professional services, operations, facilities, or other complex categories) may be considered
- Experience as leading/SME role with projects and initiatives within a procurement environment, business analytics, asset management , data or digital transformation .

### **Your education and experience**

This position requires a minimum of seven years of recent, progressive experience in a similar role, including at least two years leading complex competitive procurements and strategic purchasing initiatives.

A post secondary diploma or degree in a relevant field (e.g., business administration, supply chain management, or purchasing) is required. An equivalent combination of education and experience may be considered.

### **Innovative Mindset**

We value candidates who demonstrate adaptability, curiosity, and a willingness to learn new technologies, including AI and digital tools. We seek individuals who can think critically about data, question existing processes, and find ways to simplify our work while embracing change and new ways of doing things.

### **Language requirement**

The Bank's work environment is conducive to the use of both of Canada's official languages - English and French. The position language requirement is Level 5 (Fully Functional). If a qualified candidate who meets the language requirement of the position is not found, a qualified candidate who does not meet the language requirement may be considered. Training may be provided to help reach the required level. Both bilingual and unilingual candidates are encouraged to apply.

### **What you need to know**

- Priority will be given to Canadian citizens and permanent residents
- Security level required: Be eligible to obtain Secret
- Relocation assistance may be provided, if required
- Please save a copy of the job poster. Once the closing date has passed, it will no longer be available.
- The official title for this position is "Procurement Specialist "

### **Hybrid Work Model**

The Bank offers work arrangements that provide employees with flexibility, enable high-performing teams, and support an excellent workplace culture. Most employees can telework from home for a portion of each month as part of the Bank's hybrid work model, and they are expected on site at the Bank location a minimum of 12 days per month to help build connections between colleagues. You must live in Canada, and within reasonable commuting distance of the office.

### **What you can expect from us**

This is a great opportunity to join a leading organization and be part of a high-performing team. We offer a competitive compensation and benefits package designed to meet your needs at every stage of your life and career. For more information on key benefits please visit [A great deal to consider](#).

- Salaries are based on qualifications and experience and typically range from \$94,193 to \$110,816 (job grade 16)
- The Bank offers an incentive for successfully meeting expectations at 5 to 7% of your base salary. The Bank offers additional performance pay (3%) for those who exceed expectations. Exceptional performers who far exceed expectations may be eligible for higher performance pay.
- Flexible and comprehensive benefits so you can choose the level of health, dental disability and life and/or accident insurance coverage that meets your needs
- Extra vacation days (up to five each year) that you can purchase to add to your vacation entitlement
- Indexed, defined-benefit pension

We wish to thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted.