



“Our purpose is to supply and safeguard sustainable, high-quality water services.”

EXTERNAL CAREER OPPORTUNITY

ONE (1) REGULAR FULL TIME PROCUREMENT OFFICER Competition #HW25-15E

Corporate Service Department

Halifax Water is accepting applications for **one (1) regular full time Procurement Officer** in the Corporate Services Department. Halifax Water’s goal is to be a diverse workforce that is representative of the community we serve, at all job levels. Halifax Water believes a diverse workforce positively contributes to its success, and the success of our community. We encourage applications from qualified African Nova Scotians, LGBTQ+ community, racially visible persons, women in non-traditional positions, persons with disabilities and Indigenous persons. Halifax Water encourages applicants to self-identify in the cover letter.

Reporting to the Manager of Procurement, the Procurement Officer will primarily be responsible for the procurement of goods, services, and construction, which are to be conducted in accordance with applicable federal, provincial, municipal, and corporate policy, laws, rules, and regulations. This position has a direct impact on the timeliness and integrity of the procurement process. The Procurement Officer will engage in procurement planning with user departments, ensuring short-term and long-term strategic procurement goals are met.

Minimum qualifications for this position include University degree preferably in business or related field or an acceptable equivalent combination of formal education and experience may be considered, plus three (3) years public procurement experience with an emphasis on public tendering, bid evaluation, contracting and contract management. Experience with a computerized purchasing system, such as SAP, eProcurement, materials management would be an asset.

Interested, qualified, internal, candidates are asked to submit a cover letter and up-to-date resume **quoting Competition #HW25-15E in the subject line (required)** confirming their interest **by 12 noon on February 12, 2025** and may be forwarded to the Human Resources Department, P.O. Box 8388, RPO CSC, Halifax, NS B3K 5M1, via fax: (902) 490-6934, or via email: jobs@halifaxwater.ca. As part of the conditional offer process, candidates will be subject to a satisfactory background check and satisfactory pre-employment testing.

Halifax Water is an equal opportunity employer.