

Municipal Joint Services Board

EMPLOYMENT OPPORTUNITY – *Procurement Specialist*



About us

The Municipal Joint Services Board - Lunenburg Region (MJSB), was formed in 2013 through a cost sharing agreement. Located in the heart of Nova Scotia's south shore, MJSB's purpose is to improve services for the residents of the Municipality of the District of Lunenburg and the Towns of Bridgewater and Mahone Bay. MJSB's shared services include waste, information technology, human resources, occupational health and safety and procurement.

At MJSB we understand that our uniqueness as individuals is how we become great as a team. We value the experiences and perspectives of all our team members, and we are proud that equity, diversity, and inclusion are among our core values. We're committed to providing fair and equitable opportunities to all applicants, free from discrimination. We also strive to make our recruitment processes mirror our values and will provide accommodations to candidates to ensure access to and participation in our recruitment processes are accessible to all. If you require an accommodation, please reach out to us via email at [Human Resources](#) or call 902-543-2991.

About the role

The Procurement Specialist is accountable to deliver the Procurement Shared Service to the three partner municipalities as well as to the Municipal Joint Services Board's organization.

Reporting to the Director of Corporate Services, the Procurement Specialist will lead large, joint, or complex procurement initiatives on behalf of the parties, provide expert advice, and lead the defining and periodic updating of procurement policies and procedures for the four parties to the service.

As a senior resource to the four parties to the service, the Procurement Specialist builds strong supportive relationships and liaises daily with senior staff at each of the partner municipalities and MJSB. The Procurement Specialist works closely with the parties to align policies, practices and platforms to achieve benefits, and leads the acquisition or development and delivery of procurement training programs.

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IS THIS YOU?

You enjoy collaborating with others to deliver top quality customer service. You are resourceful and a strong negotiator to find the best options for your client group. You recognize the importance of building strong partnerships and relationships with others. You are comfortable in a fast-paced environment and can still keep a close eye on all the details. If this sounds like you, keep reading to learn more about our opportunity.

QUALIFICATIONS

- Bachelor's Degree, ideally in Business Administration, Public Administration, Economics, Finance or related field, and
- Minimum 5 years' progressive procurement work experience including designing, developing and implementing best practices sourcing and leading complex procurement projects; OR
- An equivalent combination of education and experience.
- Supply Chain Management Professional (SCMP) or Certified Public Purchasing Officer (CPPO) designation, or willingness to obtain.
- Knowledge and experience working in the public sector is an asset.
- Demonstrated proficiency in various computer programs (i.e. Microsoft Office including Word, Excel and Outlook).

WORKING CONDITIONS

- On-site and remote working are to be expected. Primary office location will initially be 210 Aberdeen, Bridgewater NS; may be changed in future.
- The incumbent should expect to travel within Lunenburg County on a daily basis to meet with staff at partner municipalities and at MJSB. Travel costs are reimbursed as per policy. Primary locations for meetings are:
 - 10 Allee Champlain Drive, Cookville NS
 - 60 Pleasant Street, Bridgewater NS
 - 493 Main Street, Mahone Bay NS
 - 210 Aberdeen, Bridgewater NS
 - 908 Mullock Road, Whynotts Settlement NS
- Regular hours are Monday to Friday 8:30 am to 4:30 pm (35 hours per week).
- Additional hours will be required periodically depending upon work demands.
- Will need to periodically attend meetings outside of regular work hours.
- Will need to present to the Board and Councils periodically.

Other important details

- Requires access to a reliable motor vehicle and a valid Nova Scotia Class 5 Driver's license.
- Requires a satisfactory criminal record check.
- Annual Salary: \$70,940 to \$97,542 (Group 6).
- Competitive group insurance, health and dental plan and defined contribution pension plan.

Please review the attached [Procurement Specialist Job Description](#) for additional details.

Applications are to be submitted no later than April 2, 2025, at 12 noon:

<https://MJSB.scouterecruit.net/jobs/MJSB2025001>