



Job Ad

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| Organization: | Ministry of Transportation |
| Division: | Operations |
| Position Title: | HEAD, CONTRACT SERVICES |
| Job Term: | 1 Permanent |
| Location: | 615 James Street South, Thunder Bay, P7E 6P6, North Region |
| Compensation Group: | Management Compensation Plan |
| Salary: | \$66,884.00 - \$85,006.00 per annum |
| Posting Status: | Restricted |
| Job Code: | AGA19 - General Administration AM-19 |
| Schedule: | 6 |
| Category: | Management and General |
| Job ID: | 36898 |

Bring your exceptional management and financial skills to the Operations Office in Thunder Bay in the position of Head, Contract Services.

In this role you will:

- direct Contract Services staff who provide a variety of administrative and technical support services to Area, Regional and Head Office staff and service providers
- provide advice and assistance to ministry management on budgetary and administration issues
- provide advice and technical liaison to service providers, suppliers, and other provincial agencies regarding a broad range of technical and policy issues

What we are looking for:

Your qualifications should include:

Knowledge:

- established knowledge of tendering procedures, contract laws, accounting and budgetary procedures
- strong understanding of engineering principles, practices, methods and procedures related to construction and maintenance.
- working knowledge of computer operations, information systems and related software
- demonstrated ability to interpret and apply applicable ministry policies, directives and specifications

Interpersonal and leadership skills:

- demonstrated leadership and human resource management
- well developed communication, interpersonal and negotiation skills

Technical skills:

- experience with policy development and consultant acquisition processes
- strong investigative, analytical and research skills

Posting Date: Thursday, June 30, 2011

Closing Date: Friday, July 15, 2011 11:59 pm EDT

How to apply:

1. You must **apply online** from an OPS computer. You will not be able to apply from your home computer.
2. You must show how you meet what we are looking for clearly, completely and concisely. We rely on the information you provide to us.

3. Read the **job specification** to make sure you understand this job.
4. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
5. If you require a disability related accommodation in order to participate in the recruitment process, please **Contact Us** to provide your contact information. Recruitment Services staff will contact you within 48 hours.

Remember: The deadline to apply is Friday, July 15, 2011 11:59 pm EDT.
Late applications will not be accepted.

Note: We thank you for your interest; however, we will contact you only if we choose you for further screening or an interview.

N-MT-36898/11

**The Ontario Public Service is an equal opportunity employer.
We will accommodate your needs under the Ontario Human Rights Code.**