



Saskatchewan Indian Gaming Authority

Central Office

Saskatoon



Job Title	# of Positions	Competition Number	Salary	Close Date
Manager Acquisitions	1 Full Time	10-CO-F&A-05	Under review	Ongoing Until Filled

Sharing Success.....through the provision of superior gaming operations services. With gross revenues in excess of 240 million dollars annually, SIGA is Saskatchewan's largest and most successful employer of First Nations people. SIGA is currently looking for creative, motivated, passionate and energetic individuals to join the team.

Statement of Competencies

- Education:** Successful completion of second Level PMAC or similar accreditation program, or completion of a Supply Chain Management program or a combination of relevant education, training and/or experience.
- Experience:** Significant experience working in a senior procurement position. Experience must demonstrate a sound working knowledge of progressive purchasing and supply chain management experience with emphasis on Tendering / Request for Proposal processes recognized and utilized in Public Sector and Private Sector procurement processes. Experience managing and supervising procurement staff. Experience in ERP procurement applications will be an asset. Preference will be given to those with procurement experience in the information technology industry.
- Knowledge:** Knowledge of and respectful of First Nations culture, values, beliefs, traditions and protocols.
 Knowledge of purchasing and supply chain management practices.
 Knowledge of procurement and contract law.
 Knowledge of IT hardware, software and network systems.
- Skills and Abilities:** Participates effectively as a team member to help define and work towards team goals.
 Consistently reliable in performance and behaviour.
 Excellent oral and written communication skills, able to express oneself clearly.
 Consistently motivated to perform work and assignments with an attention to detail to ensure accuracy.
 Ability to exercise good judgment in rendering decisions.
 Able to provide prompt, efficient and courteous service which is consistent with First Nations' traditions and cultures.
 Demonstrates interest in own field of expertise, seeks out new approaches, tools, methods to conduct business.
 Ability to guide, lead and motivate employees to work towards common goals.
- Personal Suitability:** Positive attitude Innovative Honest
 Adaptable Stress tolerance
- Conditions of Employment:** Must consent to a background check in order to qualify as a gaming employee.
 Must obtain and maintain a gaming employee Certificate of Registration from the Saskatchewan Liquor and Gaming Authority (SLGA).
 Must be 19 year of age or older.
- Other Information:** Some evening and weekend work may be required.
 Willing to travel for operational need and possession of a valid driver's license.
 Ability to lift up to 20 kg.
- Main Duties:** Reporting to the Director of Procurement the Manager of Acquisitions manages and supports the procurement of goods and services for Central Office, Casino Sites and casino development projects. The position helps manage in the disposition of surplus assets, liaison's with provincial government agencies and crown corporations in an effort to support & build a sustainable Saskatchewan supplier base to both First Nation & Non - First Nation alike. This includes preparation of Request for Proposals and all related processes including evaluation process, supplier selection & negotiation, Preparation of Tender documents and tender evaluations, contract document reviews, development of Standing Offer documents; leads negotiations & monitors performance against a series of developed criteria, which ensures that quality and service specifications are fulfilled, works with management and staff to develop functional specifications both generic and specific to identify goods and or services required for SIGA's daily operations; coordinates, oversees and assigns acquisition requests to Procurement Officers. Provides administration and procurement support services throughout the procurement process. Provides procurement subject matter expertise support and mentorship to other procurement staff including Manager Procurement Process & Support, procurement officers, procurement clerks, accounting staff and staff involved in acquisitions.

SIGA offers a competitive compensation and benefits plan. Preference will be given to qualified First Nations persons (Human Rights Exemption # E95-29). Consideration will be given to those submitting an updated resume and cover letter quoting competition:

10-CO-F&A-05 Manager of Acquisitions.

Mail resume to:
 Saskatchewan Indian Gaming Authority
 Human Resources Department
 250—103C Packham Avenue
 Saskatoon, SK S7N 4K4

Fax to:
 (306) 477-7504

Email to:
 SIGA_HR@sig.sk.ca



We thank all applicants and wish to advise that only those individuals that have been selected for an interview will be contacted.

