



**Service New Brunswick  
IT Contract Administrator  
Open Competition  
Pay Band 3  
Fredericton**

Service New Brunswick is seeking an individual to join the IT Business Services and Engagement Unit within the Technology Services division as IT Contract Administrators in Fredericton.

Reporting to the Manager of IT Business Services, the IT Contract Administrator will be responsible to proactively manage the establishment and renewal of IT contracts. Key responsibilities of this position are:

- working collaboratively with the client to ensure contract arrangements meet the needs of the business and deliver maximum value for SNB;
- oversight of contracts for compliance and negotiating optimal value through cost avoidance and savings;
- establishing and maintaining good working relationships with the IT vendor community in support of contract administration activities;
- collaborating with Service New Brunswick's back office functions in support of the procurement and payment functions associated with IT contracts;
- related duties may be assigned as necessary for operational requirements.

**ESSENTIAL QUALIFICATIONS:** A university degree in Business Administration or related discipline and three (3) years of progressive experience in both procurement and finance related activities and processes.

Subject to the response to this competition, an equivalent combination of training and experience may be considered, or the required years of experience may be increased.

Written and spoken competence in English and French is required.

**Applicants must clearly demonstrate the essential qualifications to be given further consideration. Please state your language capability on your application and ensure that preferred language for assessment is clearly identified.**

**ASSET QUALIFICATIONS:** Preference may be given to candidates who demonstrate the following asset qualifications:

- Contract management and Public procurement experience;
- Fundamental knowledge of key concepts of financial management;
- Understanding of IT industry and marketplace and
- Superior knowledge of Microsoft Office products

Subject to the response to this competition, candidates may be required to demonstrate on their application one or more of the asset qualifications in addition to the essential qualifications in order to be given further consideration.

**OPERATIONAL REQUIREMENTS:** This position may require limited flexibility in working hours, with occasional weekday evening or weekend work.

This position may require some travelling within the province therefore candidates must possess a valid New Brunswick driver's license and have their own means of transportation.

**BEHAVIOURAL COMPETENCIES:** The successful candidate will possess the following behavioral competencies:

- Analytical Thinking/Judgement
- Client Service Orientation
- Concern for Order
- Effective Interactive Communication

- Impact and Influence
- Initiative
- Relationship/Network Building
- Results Orientation
- Teamwork and Cooperation

**TECHNICAL COMPETENCIES:** The successful candidate will possess the following technical competencies:

- Ability to Use Office Technology, Software and Applications
- Knowledge of Accounting & Financial Principles
  
- Planning and Organizing Skills
- Presentation Skills
- Written Communication

**NOTE:** To be given consideration under this competition, you must demonstrate on your application how, when and where you acquired the qualifications required for this position. Your résumé must present education and work experience in reverse chronological order, with work experience detailed in both months and years, and whether it was part-time or full-time (e.g. May 2000 to June 2004 — full-time).

This competition may be used to fill future vacancies at the same level within the same work location.

Candidates registered with the [Equal Employment Opportunity Program](#) and veterans, who demonstrate they are among the most qualified, shall be given preference at the time of appointment. We are an Equal Opportunity Employer and we promote a scent-reduced environment.

**Salary :** \$43,446- \$60,684 annually – Pay Band 3 - Management and Non-Union Pay Plan

We encourage applicants to apply on-line at [www.ere.gnb.ca](http://www.ere.gnb.ca) **or** by email at HR-RH@snb.ca indicating competition number **2017-SNB-519**.

**THIS COMPETITION WILL REMAIN OPEN UNTIL POSITION IS FILLED.**

We thank all those who apply, however, only those selected for further consideration will be contacted.