



Our goal is to be a diverse workforce that is representative, at all job levels. The Halifax Port Authority welcomes applications from Indigenous peoples, persons with disabilities, veterans and persons of all races, ethnicities, religions, abilities, sexual orientations, and gender identities and expressions. We also welcome applications from non-Canadians who are eligible to work in Canada. If you are a member of one of the above groups, you are encouraged to self-identify, on your cover letter, or resumé. If you would like to receive this job posting in French, please reach out to us directly for a translated copy.

Notre objectif est d'avoir une main-d'œuvre diverse et variée qui soit représentative des communautés que nous servons, et ce, peu importe le type d'emploi. L'Administration portuaire d'Halifax accepte les candidatures des autochtones, des personnes handicapées, des anciens combattants et des personnes de tous les groupes raciaux et de toutes les ethnicités, religions, capacités, orientations sexuelles et identités et expressions de genre. Nous acceptons également les candidatures de personnes qui ne sont pas canadiennes, mais qui ont le droit de travailler au Canada. Si vous faites partie d'un des groupes mentionnés ci-dessus, nous vous encourageons à vous autodéclarer dans votre lettre d'accompagnement ou dans votre CV. Si vous souhaitez recevoir cette offre d'emploi en français, veuillez communiquer directement avec nous pour obtenir un exemplaire traduit.

The Halifax Port Authority (HPA) stewards key federal infrastructure and waters at the Port of Halifax as spaces for economic growth, innovation, tourism, and community. The Port's three main lines of business are cargo, cruise, and real estate.

Our deep harbour and advanced infrastructure mean that Halifax is the only Eastern Canadian port capable of accommodating Ultra Class ships and the largest container vessels to call at any port in Canada.

Sustainability is built into every facet of the port and how we operate. We make connections between the Port and the community as One Port City, including support for opportunities and partnerships with underrepresented communities. Our sustainability commitment balancing economics, community and the environment is shaping our approach and positioning us as an industry leader and trusted partner.

A recent analysis showed the activity the Port of Halifax contributes billions of dollars to the economy of Nova Scotia and supports more than 25,000 jobs.

Join our dynamic team today. We work together with strong partners and stakeholders to connect and grow opportunities. Learn more at www.porthalifax.ca

HPA Guiding Principles

Everyone at Halifax Port Authority is expected to carry out their work in a manner consistent with our guiding principles:

- Be One Port City
- Collaborative & Engaged
- Future Focused
- Sustainable
- Trusted Partner

We believe that when everyone collaborates, we can achieve our vision to be Canada's Preferred Gateway and our Mission to connect with global markets to create value for our customers, partners, visitors, and community.



At this time, the **Halifax Port Authority (“HPA”)** requires:

Procurement Specialist

Reporting to the Procurement Manager, the Procurement Specialist is a subject matter expert in procurement policies, processes, standards, and best practices. They provide ongoing guidance on both public and private procurement processes while seeking creative, sustainable procurement solutions for various department needs. They are responsible for validating the integrity, consistency, quality, and compliance of documentation received and produced, for both internal and external clients and vendors.

This role plays an important part to ensure work is executed in a manner consistent with the expectations of HPA’s Procurement Policy, processes, applicable laws, and regulatory requirements. They work with the Procurement Manager to ensure audit requirements are anticipated and met in a timely and satisfactory manner.

The Procurement Specialist is a champion for continuous improvement within the procurement department, and assists the Procurement Manager to implement, monitor, and manage process changes and innovations that improve the efficiency and quality of service delivered.

ACCOUNTABILITIES

Project Procurement and Contracting Activities including:

- Execution of sourcing strategies for project scopes of varying complexity, including risk identification and mitigation.
- Identify commercial/contractual approaches and achieve project objectives.
- Collaboratively develop and execute both public and private competitive procurement projects, managing these sourcing events to meet cost management and project objectives, and ensuring compliance with all HPA procurement and contracting policies and procedures, and regulatory requirements.
- Execute contract management activities for assigned procurement projects including contract preparation, carrying out risk analyses and introducing recommendations to prepare for negotiations with suppliers, and post-award contract administration.
- Maintaining contract repository on eProcurement portal.
- Execute stakeholder management activities to ensure accurate, timely, and clear advice is provided to the business to support progress & schedule adherence.
- Perform full life cycle supplier management activities including all pre-qualification, supplier engagement, supplier negotiations, supplier performance management (in collaboration with HPA business units)
- Engage with departmental project managers to ensure that they are advised of contract terms, risks, expirations, renewals, monitoring vendor performance, and other aspects of contract management.
- Monitor low value contracting activities and provide feedback to other internal department contacts to ensure quality procurement practices are followed.



- Support the Procurement Manager by contributing to reports, briefing notes or status updates on diverse matters relating to the department's activities such as procurement, contract administration, e-Procurement portal, and special projects or programs and assist with continuous improvement initiatives and stakeholder engagement including but not limited to policy review, providing feedback, and attending business events on behalf of HPA.
- This position may also be required from time to time to act in a temporary lead capacity during periods of Manager absence, exercising sound decision-making and effective continuation of department operations.

NOTE: These are only the basic and primary duties; related and allied duties may be assigned from time to time as may become necessary to the operation of the Halifax Port Authority.

QUALIFICATIONS (EDUCATION AND EXPERIENCE)

- Three (3) to five (5) years of experience in contract management, procurement, or related discipline, and administration in the public or private sector, combined with post-secondary education in Commerce or Business, or Supply Chain Management SMT Diploma, or an acceptable combination of education and experience.
- Advanced training in or Certification in Supply Chain Management (CPPB, SMT, CPP, SCMP, CCLP, SMT, or equal) is an asset.
- Demonstrated end to end experience in RFx (RFPs, RFQs, RFIs, etc.) development and process, specifically in writing of solicitations, specification review, evaluation processes and contract development, negotiations, and contract management.
- Working knowledge of ERP purchasing system, eProcurement bidding solution and materials management would be an asset.
- An ability to identify and mitigate risks that could result in legal action or have the potential to create the perception of distrust in the Procurement Process.
- Knowledge of sound supply chain management principles and their application.
- Ability to interpret and apply HPA policies and procedures.
- High degree of proficiency with MS Office 365, SharePoint, Adobe PDF and computer based financial systems.
- Familiarity with Construction Association of Nova Scotia (CANS) contract forms and documents (CCDC) considered an asset
- Experience with e-Procurement platforms such as Bonfire considered an asset.
- Public procurement knowledge or experience considered an asset.
- Excellent critical thinking, decision-making, and problem solving and analytical skills.
- Ability to interpret, analyze, and apply policies.
- Solid organizational and project coordination skills, including communication, multitasking and time-management.
- Ability and knowledge to both advise on and perform responsible duties with speed and accuracy.
- Must possess good judgement and effective communication skills and tact when dealing with both internal and external stakeholders.
- Capability and readiness to work under pressure, either imposed by deadlines for document preparation or emergency situations and must be flexible as this position is responsible for all source to contract activities for the entire department.



WORKING CONDITIONS

- Normal office conditions with occasional site visits for meetings.

For applicants with concerns about the recruitment process or to request another accommodation, please contact brana@porthalifax.ca.

If you are seeking a challenging and rewarding opportunity or additional information, please apply [here](#)!

For any questions, please contact:

Bimla Rana
Halifax Port Authority
brana@porthalifax.ca

Applications should be received no later than **Wednesday, July 2, 2025**. We thank all applicants and ensure that all inquiries will be treated confidentially; however, only those considered for an interview will be contacted.