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RÉGIE RÉGIONALE DE LA SANTÉ ET DES SERVICES SOCIAUX DU NUNAVIK
NUNAVIK REGIONAL BOARD OF HEALTH AND SOCIAL SERVICES

*The **Nunavik Regional Board of Health and Social Services** (NRBHSS), established under the James Bay and Northern Quebec Agreement (Chapter 15) and the Act respecting health services and social services, covers the entire territory north of the 55th parallel. Its mission is to adapt health and social services programs to the needs of the population and the realities of the region, and to ensure the efficient organization of resources available to the Nunavik region.*

The Regional Board wishes to fill the following position:

Procurement Officer - Purchasing

Posting 2026-086

MANAGEMENT AND SERVICE: ADMINISTRATIVE SERVICES DIRECTORATE, #10006 – FINANCE & PAYROLL

DESCRIPTION

Reporting to the Financial Resources Coordinator, the incumbent is responsible for the development and oversight of the organization's procurement and contract management activities. They ensure compliance with applicable laws, regulations, policies, and procedures while providing support to departments in the acquisition of goods and services. The incumbent also contributes to the continuous improvement of procurement practices and helps ensure compliance with government requirements.

Your responsibilities also include:

- Ensure the configuration, monitoring, and integrity of data within financial systems;
- Plan, coordinate, and carry out procurement activities for goods and services for various departments;
- Support managers in identifying their needs and selecting appropriate procurement methods;
- Prepare, coordinate, and monitor public tenders, invitational tenders, and sole-source contracts in accordance with applicable legislation and regulations;
- Publish tenders and contract notices in the required government systems;
- Prepare, draft, and monitor contracts, agreements, and related contractual documents;
- Participate in bid evaluation processes and provide administrative support to selection committees;
- Issue and monitor purchase orders;
- Ensure compliance with the Act Respecting Contracting by Public Bodies (LCOP), government directives, and internal policies;
- Monitor contract expiry dates and oversee renewals;
- Contribute to the development, review, and improvement of procurement procedures and tools;
- Maintain professional relationships with suppliers and respond to requests from internal clients;
- Produce reports, analyses, and administrative follow-ups related to procurement activities.

REQUIREMENTS

- For candidates who are beneficiaries of the **James Bay and Northern Quebec Agreement**, an equivalent combination of relevant education and experience may be considered;
- Bachelor's degree in Administrative Sciences or another appropriate university discipline;
- Minimum of two (2) years of relevant experience in similar roles.

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COMPETENCIES

- Sensitivity and adaptability to the cultural and logistical realities of Nunavik or other remote regions;
- Good knowledge of the laws, regulations, policies, and procedures governing procurement and contract management activities;
- Knowledge of public tendering and contract management processes;
- Strong knowledge of the Microsoft Office Suite, particularly Excel and Word;
- Customer service and negotiation skills;
- Strong analytical and problem-solving abilities;
- Excellent organizational skills and effective priority management;
- Attention to detail, discretion, and professionalism;
- Autonomy, initiative, and sound judgment;
- Collaborative mindset and strong professional communication skills;
- Experience working in a northern environment, considered an asset.

ADDITIONAL INFORMATION

- Please note that interviews may be held during the weeks of **December 7 or December 14, 2026;**
- Work location: Residence in the North is preferred; however, remote work from Southern Canada is possible;
- Travel may be required depending on operational needs.

Candidates who are beneficiaries of the *James Bay and Northern Quebec Agreement* will have priority.

WORKING CONDITIONS

- Status: Permanent full-time position (35 hours/week);
- Day shift;
- Salary according to MSSS conditions and the candidate's qualifications **($30.04/hour to $49.84/hour).**

Northern Benefits: Employees who relocate to Nunavik are eligible for various bonuses, including **a retention bonus, a remoteness bonus, and a cost-of-living allowance.** For those hired more than 50 km from Kuujjuaq, low-cost housing is provided, along with reimbursement of moving and storage expenses. In addition, annual personal trips from Kuujjuaq to the point of employment are included, as well as other benefits.

For more information about our services and our region, please visit the Nunavik Regional Board of Health and Social Services website at: https://nrbhss.ca/en

Employees in the health and social services network are potentially eligible for the Nordic unpaid leave.

*** TO APPLY FOR POSTING #2026-086, CLICK HERE ***

Interested candidates can submit their resume between **November 18 and December 2, 2026**

Nunavik Regional Health and Social Services Authority – Human Resources
PO BOX 900, KUUJJUAQ (QUEBEC) J0M 1C0 | TEL: 1-844-964-2244 / 819 964-2222 FAX: 819 964-2888
drh.Recrutement-Recruitment.rr17@ssss.gouv.qc.ca

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