

The right stuff

by David Newman



Getting it right, right now! A timely theme for the May Materiel Management National Workshop 2003 – but get what right? Well, high on the list right now is professionalism, qualification, demographics and recruitment – and not just for the federal procurement community. Public procurement specialists get it big time. It is a profession in increasing demand, with a burgeoning impact on government bottom lines.

So – junior – just why do you want to grow up to be a procurement specialist? Why not a police officer, fireman or astronaut?

Procurement specialists also get the fact that demographics make it urgent that they replace themselves. Another generation is needed – one that will enter the system in much different circumstances than the increasingly gray-haired incumbents. So we at *Summit* asked around a bit to see just what is expected of entry and junior level recruits to the procurement profession.

In fairness to the feds (when was the last time you heard that?), Government of Canada standards are in the midst of major change and the following article, “Doing it our way”, reflects just that. Everything from classification reviews to certification to reinvigorated professional development is happening big time – and it is moving along well.

Getting the best

Ryan MacKeen

Provincial overview

Province	Education	Certificates	Experience	Competencies
 Quebec	University diploma relevant to the work. The diploma can be in administration or industrial relations or any other relevant diploma.	Minimum criteria: a university diploma relevant to the work.	Not necessary in all cases, but if required by the job, the maximum that may be required is 5 years for external recruiting.	Must be able to take charge of all the purchasing in a ministry, to sequence and coordinate all the needs of a ministry in supplies, materiel and equipment.
 Manitoba	Related university degree, accreditation and/or equivalent combination of training and experience.	Accreditation as a professional purchaser, or degree, and/or equivalent combination of training and experience.	<p>Experience in the procurement of commodities and services, preferably in a government setting.</p> <p>Demonstrate initiative to work independently and as a team member capable of responding to necessary shifts in work priorities.</p> <p>Possess strong communication, interpersonal, problem solving, decision-making and analytical skills.</p>	<p>Proficient with Microsoft Office Suite and familiar with the Internet.</p> <p>A working knowledge of SAP systems is preferred.</p>
 New Brunswick	<p>Minimum: High School diploma with some university level courses, or community college training.</p> <p>University degree preferably in Business Administration or Commerce.</p> <p>Under review.</p>	Enroll in a recognized purchasing certification program, preferably NIGP or PMAC. Must complete their designation before being promoted to the senior level.	Two years experience in public sector procurement or education.	
 Nova Scotia	Post secondary graduation in Business Administration, Commerce or materials management or professional certificate	PMAC, NIGP, or PLog designation or in the process of obtaining same or equivalent education.	<p>Minimum 3 years purchasing experience in a recognized procurement office.</p> <p>Knowledge and experience in government organizations and operating practices.</p>	<p>Training and/or operating experience in a computer based environment.</p> <p>Demonstrated skills in mathematics, communications and business writing.</p> <p>Computer skills (email, SAP, Internet, WordPerfect, etc.)</p>
 Prince Edward Island	Equivalent of a 2-year diploma in business, commerce or a related subject including courses in basic accounting.	Equivalent combination of formal procurement training and experience.	<p>Excellent communication and writing skills.</p> <p>Knowledge of PEI government organization and operations.</p>	Skills in corporate financial information systems, including purchasing and A/P modules, corporate fleet information systems, spreadsheets, word processing, keyboarding and office automation tools are essential.
 Yukon	Diploma in Business Management or equivalent including coursework in commercial/business law.	Level 1 PMAC certification.	At least 2 years industrial buying experience serving a large customer base.	Coursework directly related to procurement of goods and services plus commercial/business law combined with extensive buying experience serving a large customer base.

Acronym key:

PMAC – Purchasing Management Association of Canada (www.pmac.ca)

PMAC CPP – Purchasing Management Association of Canada Certified Professional Purchaser

NIGP – National Institute of Governmental Purchasing (www.nigp.org)

NIGP CPPB – National Institute of Government Purchasing Certified Professional Public Buyer

PLog – Professional Logisticians

SI – System Integration

A/P – Accounts payable



Municipal overview

City	Education	Certificates	Experience	Competencies
 <p>Calgary</p>	A university degree or a diploma in a related discipline (e.g. Operations Management, Business Administration, etc.) or professional certification.	PMAC CPP designation or education.	<p>At least 2 years experience in procurement methodologies or 5 years experience in supply chain management.</p> <p>Experience with supply management inventory information systems.</p> <p>Develop sourcing strategies for contracts commodities and service</p> <p>Provide recommendations on cost reductions and avoidance.</p> <p>Develop positive customer and supplier relationships.</p> <p>Demonstrate creativity, leadership and team building skills.</p> <p>Adapt to an environment of ongoing change.</p>	<p>Perform at a satisfactory level in the following core competencies: customer service, negotiations, written and verbal communication, team building, decision making, planning and organizing, contract management, change management and problem solving</p> <p>Knowledge in using MS office and an enterprise supply chain system (PeopleSoft) is an asset.</p>
 <p>Toronto</p>		<p>Certificate from a recognized purchasing program or the approved equivalent in education or experience.</p> <p>A senior buyer is required to have a NIGP CPPB designation and/or the PMAC CPP designation.</p>	<p>Extensive practical buying experience in a municipal environment, i.e. processing quotations, tenders, proposals, contracts, purchase orders, etc.</p> <p>Good report and letter writing skills.</p> <p>Highly developed communication skills, both oral and written, at all organizational levels.</p> <p>Excellent interpersonal skills to work effectively with other staff and members of the public.</p> <p>Good knowledge of the products and services used by the City and designated agencies, boards and commissions, and appropriate sources of supply for same.</p> <p>Basic knowledge of accounting and the SI system.</p>	<p>Experience with the City's computer/automated purchasing systems, i.e. SAP.</p> <p>Proficient in the use of word processing and spreadsheet software, preferably Microsoft Word and Excel.</p> <p>Thorough knowledge of various Acts and regulations governing the public purchasing function (e.g. <i>Sale of Goods Act, Workplace Safety and Insurance Act, City of Toronto Fair Wage/Labour Trades regulations, federal and provincial sales tax regulations, etc.</i>).</p> <p>Possession of a valid Ontario Driver's Licence Class "G," and the ability to pass the test and be qualified to receive a City Equipment Operator's Licence would be an asset.</p>
 <p>Winnipeg</p>	One year of Post Secondary courses or equivalent.	<p>Two PMAC seminars.</p> <p>Principles of Buying. Further courses after entry.</p>	<p>Good oral, written and mathematical skills.</p> <p>Ability to work under pressure, set priorities, organize work and work in a team atmosphere.</p> <p>Ability to draft contract and specifications and administer contracts for a wide range of goods and services.</p> <p>Working knowledge of materiel management principles and practices and the ability to identify opportunities and risks.</p>	<p>Manitoba Driver's Licence Class 5 desired.</p> <p>Ability to work with a variety of automation programs including communications spread sheets and databases.</p>
 <p>London</p>	Two-year diploma from a community college – Business, Purchasing or professional certificate	NIGP CPPB designation with education, or Level 4 of the PMAC professional development program.	Three to four years' related experience.	Demonstrated proficiency in word processing, spreadsheets and various softwares.