

## Position Profile

Advertisement #: 36984

Job Title: Category Analyst

Department: Manitoba Central Services, Procurement and Supply Chain Division

Location: Winnipeg, Manitoba

Classification: Planning and Program Analyst (PM2)

Salary: \$59,406-\$74,801

Employment Type: Regular, Full-Time

### Conditions of Employment:

- Must be legally entitled to work in Canada
- Must provide and maintain a satisfactory Criminal Record Check

Position Overview	Key Responsibilities
<p>Conduct analytical activities, which support the development and implementation of category management strategies and procurement plans. Responsible for implementation of the strategies and plans.</p>	<ul style="list-style-type: none"><li>• Research and analyze category management strategies, providing results to cross-functional teams.</li><li>• Execute category management strategies within cross-functional teams.</li><li>• Develop, maintain and enhance Manitoba's approach to the supply market.</li><li>• Contribute to category strategies and forecasting activities.</li><li>• Research and assess new market entrants and non-traditional suppliers.</li><li>• Perform detailed analysis on categories to understand the market trends, cost drivers, suppliers and best practices.</li><li>• Lead tendering process including development of RFx, evaluation, negotiation and award.</li><li>• Provide technical procurement expertise to stakeholders, based on internal and external research.</li></ul>

You will demonstrate the following essential selection criteria:

- Completion of post-secondary education in Supply Chain Management or a related field. An equivalent combination of related education, training and experience may be considered.
- Experience with procurement cycles, tendering, evaluation strategy, supplier selection, contract award, and contract management.
- Understanding of category management methodologies and processes with the ability to apply tools and approaches such as spend analysis, supply market structures and value levers.
- Strong research ability; able to gather and synthesize market, supplier, category, and internal data.
- Experience with basic project management tools and techniques to plan and manage strategic procurement projects.
- Understanding of different methods of Supplier Relationship Management and the ability to identify and implement the most appropriate approach.
- Experience negotiating with internal and external stakeholders, demonstrating the ability to apply a process to structured negotiations.
- Interpersonal skills with the ability to build and maintain productive

<p>working relationships with a variety of stakeholders.</p> <ul style="list-style-type: none"><li>• Strong written communication skills.</li><li>• Strong verbal communication skills.</li><li>• Analytical thinking and problem-solving skills.</li></ul> <p>Desired Selection Criteria:</p> <ul style="list-style-type: none"><li>• Understanding of trade agreements and provincial legislation as it relates to public procurement.</li></ul>	
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