

Position Profile

Advertisement #: 37732

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">• Research and analyze category management strategies, providing results to cross-functional teams.• Execute category management strategies within cross-functional teams.• Develop, maintain and enhance Manitoba's approach to the supply market.• Contribute to category strategies and forecasting activities.• Research and assess new market entrants and non-traditional suppliers.• Perform detailed analysis on categories to understand the market trends, cost drivers, suppliers and best practices.• Lead tendering process including development of RFx, evaluation, negotiation and award.• Provide technical procurement expertise to stakeholders, based on internal and external research.

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