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 **Ministry of Citizens’ Services**  
  
The immediate needs are for 1 permanent position in Prince George, 1 permanent position in Kamloops, and 1 permanent position in Vancouver.  
 **Contract Performance Officer**  
**$61,665.45 - $70,367.02 annually**

Facilities Contract Management (FCM) is a branch within the Real Property Division (RPD) of the Ministry of Citizens’ Services.  RPD is authorized and mandated under the Public Agency Accommodations Act to provide a broad suite of real estate services to public agencies.

The Contract Performance Officer (CPO) plays a leading role in the day to day management and oversight of province wide outsourcing agreements for property management and the related services.  The CPO monitors contract deliverables and ensures services and standards meet contractual requirements primarily through on-site inspections, process audits and issues management.

The CPO supports and balances requirements of internal and external clients, the Division and Service Providers while upholding contractual requirements in a fast paced and evolving environment. Establishes and maintains relationships within the Branch, Division, clients and the Service Providers through a variety of initiatives that impact the delivery of property management services. Uses sound judgement to resolve escalating issues and maintains confidentiality on sensitive matters at all times. Client relations, tact, diplomacy and short term planning are essential. Contributes to and supports triple bottom line outcomes of sustainability (economic, social, environmental or ecological) to evaluate performance from a broad perspective to create value.

## **Qualifications for this role include:**

* Post-secondary education in a related discipline (e.g. contract management, facility/property management, real estate, or public administration), or a combination of education and training/experience in a related discipline (e.g. contract management, facility/property management, real estate, or public administration) may be considered.
* A minimum of two years’ experience in monitoring the provision of outsourced Property Management services, including performance evaluations.
* A minimum of one year experience examining, and reporting business data to develop recommendations for decision-making.
* Two or more of the experiences listed below. Preference may be given to applicants who have 3 or more of the experiences listed below.
  + Experience in contract management including performing audits, data analysis, contract interpretation, and performance monitoring and measurement.
  + Experience coordinating corporate initiatives requiring the involvement of multiple stakeholders including executive.
  + Experience developing reports and presentations as a subject matter expert to support multiple stakeholders’ requirements.
  + Experience establishing relationships and resolving problems with internal and external stakeholders.
* Valid Class 5 BC Driver’s License.

**For more information and to apply online by January 20, 2019, please go to:** [**https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/55857**](https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/55857)