

**Ministry of Citizens’ Services  
Prince George**   
 **Contract Performance Officer  
$65,252.73 - $74,396.51 annually**  
**Bring your strong administrative experience and superior organizational skills to this challenging position**  
  
Facilities Contract Management is a branch within the Real Property Division of the Ministry of Citizens’ Services.  The division is authorized and mandated under the *Public Agency Accommodations Act* to provide a broad suite of real estate services to public agencies and serves the accommodation needs of approximately 30,000 public servants in the British Columbia Public Service and many more in the broader public sector. The real estate portfolio has 15.4 million square feet of space, including 6.7 million in approximately 475 owned buildings and 8.7 million in approximately 1100 leased and managed buildings. The portfolio includes office space, court houses, health units, correctional centers, highways yards, forestry compounds, laboratories, warehouses, storage space and residences.   
  
In the role of Contract Performance Officer, you will help lead the day to day management and oversight of province wide outsourcing agreements for property management and the related services.  Other duties will include monitoring contract deliverables while ensuring that services and standards meet their contractual requirements.   
  
This exciting opportunity will also have you working closely with our internal and external clients in a fast paced and evolving environment. Your ability to establish and maintain positive relationships will be done through a variety of initiatives that will have an impact on the delivery of property management services. Additionally, your sound judgement will help to resolve any escalating issues while maintaining confidentiality on sensitive matters. If you have the passion and skills to tackle this challenging role, we encourage you to apply.

## **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 1 year of experience examining and reporting business data to develop recommendations for decision-making.
* A minimum of 2 years of experience establishing relationships and resolving problems with internal and external stakeholders.
* Experience in contract management including performing audits, data analysis, contract interpretation, and performance monitoring and measurement.

**For more information and to apply online by December 8, 2020, please go to:** <https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/72530>