

## Contract Specialist (1)

<b>Position Status:</b>	Temporary Assignment to April 30, 2027
<b>Posting Status:</b>	Open
<b>Location:</b>	(On-site) 26 Prince Andrew Place, North York, ON, M3C 2H4
<b>Salary Band:</b>	\$73,531 - \$88,167
<b>Hours of Work:</b>	36.25 per week
<b>Posting Date:</b>	April 17, 2026
<b>Closing Date:</b>	April 21, 2026

### Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda.

At the heart of our work is a commitment to democracy – making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

### Join our team

The Contract Specialist is a newly established role at Elections Ontario, created to design, build, and implement EO's contract management framework and practices.

This position is responsible for establishing end-to-end contract lifecycle management processes, tools, templates, and governance to support EO's evolving procurement and operational needs.

The role provides specialized expertise in contract development, negotiation, administration, performance monitoring, and continuous improvement. Working closely with business units across the organization, the Contract Specialist will create standardized, compliant, and scalable contract management practices that support value for money, risk management, and operational effectiveness across the organization.

### What you can expect in this role

- Lead the end-end contract life cycle, including drafting, execution, amendment, renewal, closeout, and record keeping.

# Elections Ontario

- Develops and maintains standardized contract templates, schedules, clauses and playbooks, and monitors obligations, key dates, performance, payments, changes, and risks.
- Leads contract administration activities for complex and high-value agreements from award through completion.
- Drafts, reviews, and manages contracts, statements of work, amendments, and extensions in collaboration with Legal and Procurement.
- Ensure contracts are implemented consistently and transitioned effectively from sourcing to operational management.
- Establishes and maintains supplier performance management including KPIs, SLAs, scorecards, review cycles, and issue-resolution processes.
- Identifies and mitigates legal, financial, operational, and compliance risks in contracts, and advises business units and management on obligations, change management, dispute resolution, and compliance.
- Supports audit-readiness by ensuring all related documentation are complete, defensible, and consistently managed.
- Supports RFX and sourcing activities by developing contract schedules, evaluation components related to contract terms, and post-award transition requirements.
- Provides contract management expertise throughout the source-to-contract lifecycle, ensuring alignment between procurement strategy and contract execution.

## What you need to qualify

- Minimum five years' relevant experience in procurement, public sector experience is considered an asset.
- Demonstrated knowledge of contract law, contract management principles, compliance standards, and industry best practices.
- Strong understanding of procurement legislation, directives, and governance relevant to contract management.
- Strong analytical, drafting, and negotiation skills, with the ability to translate complex requirements into clear, enforceable contract language.
- Ability to design and implement new processes, tools, and frameworks in an organization-wide context.
- Strong written and verbal communication.
- Excellent interpersonal skills to build relationships and work effectively with diverse internal and external stakeholders.



- Highly organized, keen attention to details, ability to set priorities and manage multiple priorities, including during periods of operational or electoral peak activity.
- Demonstrated ability to work independently and take initiative.
- Proficiency with Microsoft Office, Power BI dashboards, D365 is considered an asset.

**This role requires in-office presence five (5) days per week. There is no hybrid option.**

**The successful candidate will be required to complete background and social media checks as part of the recruitment process.**

## **How to apply**

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. We offer career growth opportunities and a competitive rewards program.

Please submit your cover letter and resume as one PDF attachment, using format: **EO-2026-65, First Name Last Name** in the subject line, to [jobs@elections.on.ca](mailto:jobs@elections.on.ca), no later than **4PM on April 21, 2026**.

**Please note: Applications without a cover letter will not be accepted.**

We thank all applicants for their submission, but only those candidates selected for an interview will be contacted.

## **How to request an accommodation**

Elections Ontario is an equal-opportunity employer. We are committed to fostering an inclusive, equitable, and accessible environment, where all employees feel valued, respected, and supported.

Under the *Accessibility for Ontarians with Disabilities Act* and the Ontario Human Rights Code, we provide accommodation for applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email [hr@elections.on.ca](mailto:hr@elections.on.ca).

At Elections Ontario, all resumes are screened by the Talent Acquisition team and Hiring Managers, without the use of AI. Criminal record checks also do not use AI. However, AI technology is used when conducting social media checks.



Elections Ontario posts salaries in accordance with ESA pay/transparency legislation. Individual salaries within the anticipated salary range are determined through various factors, including but not limited to internal equity, education, relevant experience, knowledge and applicable skill sets.