Elections Ontario

Manager, Procurement

Position Status:	Permanent
Posting Status:	Open
Location:	(On-Site) 26 Prince Andrew Place, Toronto, Ontario M3C 2H4
Salary Range:	$110,638 to $155,942 per year
Hours of Work:	36.25 per week
Posting Date:	November 12, 2026
Closing Date:	November 20, 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 in Ontario. We are committed to making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

The Finance & Procurement division of Elections Ontario (EO) seeks a strategic and collaborative leader to manage procurement operations and vendor management activities. Reporting to the Director, Finance & Procurement, you will provide leadership to a team of procurement professionals, develop and enhance procurement processes, support governance, assess and mitigate organizational risk, while fostering strong partnerships with internal and external stakeholders.

What to expect in this role

Reporting to the Director, Finance & Procurement, you will:

- Manage the planning and implementation of procurement and contract management programs and projects in support of annual business plans across all Clusters/Functions of EO.
- Manage all procurement project plans and activities across the organization.
- Manage the procurement of all supplies and services in conformance with EO's directives, policies and good business practices.
- Negotiate and manage complex contracts and service agreements with external service providers.
- Manage all EO materials, goods and services acquisition through appropriate sourcing strategies and procurement instruments and manage tender publication

or bidder invitations and bidder meetings; review and evaluate responses and provide recommendations to senior management.

- Provide analysis, advice and recommendations on the development, implementation and maintenance of procurement policies, practices and procedures.
- Manage and cultivate vendor relationships to ensure the needs of EO are met.
- Provide advice to senior management on procurement issues during electoral events.
- Lead/participate on various committees and coordinate the development and evaluation of policies, initiatives, projects to address policy/project related issues and concerns.
- Manage special projects of varying size and complexity.
- Manage the work of unit staff and prepare and manage unit budget.

What you need to qualify

- Highly developed management, leadership and administrative skills to manage staff and the day-to-day activities of the unit, provide operational and functional guidance and prioritize work.
- Demonstrated specialized knowledge of and experience applying acquisition/procurement management principles, theories, policies and practices to manage, plan, execute and finalize purchasing and procurement programs and strategies.
- Demonstrated knowledge and understanding of financial management principles and practices to optimize monetary resources, manage unit and project budgets and mitigate financial risks.
- Demonstrated knowledge of project management and planning practices and methodologies and experience conducting/managing operational planning, performance measurement and project delivery activities in a decentralized environment.
- Budgeting skills to plan/manage special projects of varying size, as well as project and unit budgets.
- Highly developed consultation and negotiation skills to lead complex contract management negotiations.
- Highly developed verbal and written communications and interpersonal skills.
- Demonstrated analytical, problem solving, research and organizational skills.
- Procurement designation and public sector experience are considered assets.
- Must be legally entitled to work in Canada.

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This position requires in-office presence five (5) days per week. There is no hybrid opportunity.

The successful candidate will be required to complete criminal 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 attachment, quoting File **#EO-2026-126 First Name Last Name** in the subject line, to jobs@elections.on.ca **no later than 4PM on November 20, 2026.**

We thank all applicants for their submission. 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 accommodations to 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.

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.