



Competency Profile for Finance and Procurement – Procurement Advisor

ADAPTABILITY

Adapting in order to work effectively in ambiguous or changing situations, and with diverse individuals and groups

Level 3: Adapts to widely varying needs.

- Adapts to new ideas and initiatives across a wide variety of issues or situations.
- Supports major changes that challenge traditional ways of operating.
- Adapts interpersonal style to highly diverse individuals and groups in a range of situations.
- Adapts own plans and priorities in anticipation of change.

CLIENT FOCUS

Providing service excellence to internal and/or external clients, addressing immediate and evolving client needs

Level 3: Provides added value.

- Looks for ways to add value beyond clients' immediate requests.
- Addresses underlying and long-term client needs.
- Enhances client service delivery systems and processes.
- Anticipates clients' upcoming needs and concerns.

EXEMPLIFYING INTEGRITY

Treating others fairly, honestly and respectfully, furthering the integrity of the organization and its relationships of trust within the work environment and in the broader community

Level 1: Acts in fair and ethical manner toward others.

- Treats everyone equally with fairness, honesty and respect all the time.
- Refrains from behaviour or language that is exclusionary or offensive.
- Focuses on organizational success rather than personal gain.
- Follows through consistently on promises and commitments made to others.
- Presents facts and circumstances transparently, no matter how difficult the facts may be.
- Guards confidential and sensitive information, passing it on only to those that need to know.
- Maintains ethical principles even in the most challenging circumstances.

ATTENTION TO DETAIL

Working in a conscientious, consistent and thorough manner to ensure accuracy and the quality of work products and services delivered

Level 4: Identifies relevant information.

- Identifies relevant and irrelevant information when reading complex documents under tight deadlines.
- Maps out all the logistics and details of a situation to ensure smooth and flawless implementation.
- Coaches others on methods and tools to ensure the accuracy of work.

TECHNICAL AND FUNCTIONAL CAPABILITY

Understanding and applying technical and functional knowledge and skills to accomplish work objectives, while keeping up to date with new developments in the subject area and continuing to enhance skills

Level 4: Demonstrates advanced knowledge and ability.

- Deals with new or complex issues in the technical or functional area.
- Adapts approaches in novel situations.
- Explains advanced or complex concepts and methods.
- Guides others in the technical or functional area.
- Makes recommendations on the best course of action in complex situations.

QUALITY FOCUS

Implementing procedures and standards to ensure high-quality results, and taking action to identify or manage quality issues, as appropriate

Level 3: Reviews and coaches others on quality standards.

- Explains the organizational policies and procedures for quality assurance.
- Works at a level that consistently meets and models the quality standards set by the organization.
- Reviews the work of others to ensure that organizational quality standards are met.
- Advises management when quality issues and challenges are apparent.

PLANNING AND ORGANIZING

Making and following plans and allocating resources effectively to reach goals that are central to organizational success

Level 2: Plans and organizes group activities.

- Identifies who needs to be involved and when.
- Identifies who will do what, when, taking into account group members' skills, needs and, if possible, preferences.
- Sets timelines and work steps.
- Monitors progress and use of resources (e.g., people, supplies, money).
- Makes needed adjustments to timelines, steps and resource allocation.
- Plans the accomplishment of next steps.

PROCUREMENT MANAGEMENT

Understanding and applying procurement policies, processes and procedures to ensure that appropriate and good-quality supplies and services are acquired on time and at a reasonable cost

Level 4: Demonstrates advanced knowledge and ability, and applies the competency in new or complex situations. Guides other professionals.

- Analyzes procurement policies and regulations with a view to suggesting improvements.
- Determines the root cause of problems in the process of developing permanent solutions to address them.
- Demonstrates flexibility in the fulfillment of urgent and ad hoc requests without unduly interrupting normal processes.
- Addresses matters during the defect and liability period.

ACCOUNTING AND REPORTING

Understanding and applying accounting and reporting concepts and methodologies, to support decision-making within operational frameworks for organizational accounting, information management and financial control

Level 2: Demonstrates working-level knowledge and ability, and applies the competency, with guidance, in common situations that present limited difficulties.

- Conducts straightforward account reconciliations.
- Applies Generally Accepted Accounting Principles (GAAP) within an organizational context.
- Applies limited aspects of policies and procedures, with guidance, in straightforward situations.
- Applies internal accounting policies and procedures.
- Assists work unit to implement internal control frameworks.

- Prepares straightforward financial statements and reconciliation documents.