

Solicitor II – Procurement

Department: Legal Services

Designated Work Location: 3rd floor, 185 King St.; Hybrid with designated work location

Position Type: Temporary, Full-time, until March 31, 2027

Hours of Work: 8:30 a.m. to 4:30 p.m., Monday to Friday, overtime as required

Salary: \$99,342.359 - \$140,132.209 annually, Out of Scope/Grade 5

Employee Group: Out of Scope

Posting No.: 126673

Closing Date: February 9, 2026

Providing a wide range of services to over half of all Manitobans, The City of Winnipeg is one of the largest employers in Manitoba. We provide a comprehensive range of benefits and career opportunities to our employees. These include competitive salaries, employer-paid benefits, dental and vision care, pension plans, and maternity/parental leave programs. Additionally, we offer education, training, and staff development opportunities to ensure that our employees are equipped with the necessary skills to advance in their careers.

Our Benefits web page provides detailed information about the benefits we offer, and we encourage you to visit it for further information at [City of Winnipeg Benefits](#). We take pride in fostering a respectful, diverse, safe, and healthy workplace where our employees can thrive and achieve their full potential.

Flexible work arrangements, which may include flexible hours, remote work, or a hybrid of remote work may be available; subject to review and approval. Please note that Employees who are approved to work remotely are responsible for and must demonstrate that they are available to return to their Designated Work Location and/or other work location to attend meetings or attend other tasks that occur in person.

The City is committed to attracting and retaining a diverse, skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from equity groups that have been and continue to be underrepresented at the City; Indigenous Peoples, Women, Racialized

Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers are encouraged to self- declare.

For the purpose of this recruitment, Equity may be a factor in selection. Consideration will be given to Indigenous Peoples.

In accordance with the applicable collective agreement(s), recruitment and promotion provisions will be considered prior to applying equity strategies. Where permitted, preference will be given to qualified applicants who self-identify as members of the equity group(s) listed above.

Requests for Reasonable Accommodation will be accepted during the hiring process.

Preference to internal applicants may be applied.

Job Profile

The Legal Services Department is a full-service law office supporting all aspects of the operations of the City of Winnipeg. Legal Services lawyers work in a defined practice area as part of the team focused on providing legal advice and support to all City departments, senior administration, boards and committees of Council.

The Legal Services Department provides opportunities for lawyers to develop individual skills and gain experience through involvement in both routine matters as well as the unique types of legal work required by a large municipal corporation. We provide a work environment that encourages and supports a healthy work life balance. Compensation and benefits are competitive, as well as providing long-term career opportunities.

Under the general direction of the Director of Legal Services and City Solicitor, the Department is arranged into the following practice groups:

- Grants & Governance, including by-law, policy work and program development
- Litigation - General litigation and by-law enforcement
- Labour, Employment and Human Rights
- Planning & Land Development
- Procurement
- Real Estate

As the Solicitor (Procurement) – Solicitor 2 you will:

- Provide general legal advice and services on legal matters to the City, its departments and committees of Council (“clients”), including specific advice related to:
 - procurement documentation (standard templates, general conditions, etc.), Purchasing Policy and Administrative Standard.
 - for all stages of procurements through a public bid solicitation, including evaluation and award, interpreting contract terms, providing legal advice regarding contract administration and contract disputes and contract administrator appeals.
- Conduct contract negotiations in general and/or related to procurement contracts.
- Provide legal opinions and legal advice

Your education and qualifications include:

1. Bachelor of Law (LL.B.) degree, of Juris Doctor (J.D.) degree or other equivalent.
2. Minimum of 3 years post-articling experience practicing in the areas of contracts and procurement law or similar.
3. General knowledge of corporate and commercial law and the drafting of agreements.
4. Excellent verbal communication skills, including the ability to explain technical and legal information in plain language to all levels of the organization and external stakeholders.
5. Superior written communication skills with ability to compose a variety of confidential documents, policies, legislation and correspondence.
6. Excellent interpersonal skills including the ability to establish and maintain effective working relationships with individuals at all levels of the civic organization, external contacts and the public.
7. Excellent organizational and time management skills to work independently, manage multiple priorities, produce high quality work and meet deadlines.
8. Excellent problem solving and decision-making skills.
9. Strong negotiation skills using sound judgment, diplomacy and discretion when providing legal advice, persuasively advocating and resolving contentious issues.
10. Knowledge of contract law, procurement law and procedures and related law would be an asset.

11. Knowledge of information technology (IT) and related contracts and law would be an asset.

***IMPORTANT:** Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized [Canadian assessment service](https://canalliance.org/en/) <https://canalliance.org/en/> at application.

Conditions of employment:

- The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
- Police Information Check satisfactory to the employer will be required from the successful applicant at their expense
- Membership in good standing with the Law Society of Manitoba.

How to Apply

APPLY ONLINE, including all documentation listed below:

1. Current resume (**Required**).
2. Cover Letter
3. Applications submitted without REQUIRED documentation will not be considered.

Your application documents must clearly indicate how you meet the qualifications of the position.

Notes

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact 311.

Position Reports To: Director of Legal Services

1. If and when this temporary position becomes permanent, the successful applicant to this bulletin will automatically receive this position and a further bulletin will not be necessary.
2. Where applicants do not meet all essential qualifications of a position, underfill arrangements may be considered.

Only candidates selected for interviews will be contacted.