

# Central Darling Shire Council

## Position Vacant

### Contract and Procurement Officer

#### Job Information

Leading the successful development and implementation of Council's procurement and contract management systems and processes across the organisation.

Providing expert procurement and contract advisory services across the organisation and coordinate the review of contracted activities and manage strategic supplier relationships

Overseeing all procurement and non-procurement contract activity to further ensure the protecting of legal interests, value for money and compliance with policy and to ensure best practices across the organisation are achieved

#### The benefits

- **Permanent**
- **Minimum 35-hours per fortnight**
- **Pay based on experience, qualifications and knowledge.**
- **Superannuation**
- **Award allowances**

#### Further Information

#### Applications close 4pm on Friday 6 June 2025

Key to your success will be your experience and expertise in the development and implementation of the contract and procurement portfolio. The role can be based in anyone of our Shire locations, however the successful candidate will be required to attend onsite in Wilcannia as needed for key dates, training, audits or as required.

Your pay, plus superannuation and Award allowances, will reflect your qualifications, experience and knowledge.

#### The next steps

For a confidential discussion or further information  
Contact: **Kevin Smith, Finance Manager on 0417 590 902.**

#### How to apply

All applications are to be forwarded to the Human Resources Officer:  
**hr@centraldarling.nsw.gov.au** by no later than the above closing date.

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