



Amin Shamas Jiwa

Public Procurement Specialist

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Profile Summary

Amin has over 15 years of experience as a Senior Procurement Specialist in both the public and private sector. His experiences range from leading high value procurement initiatives as well as providing strategic procurement advisory services. Amin's focus is to structure, plan and execute procurement initiatives and projects to align with organizational objectives. This is achieved through his vast experience in scope development, stakeholder and executive engagement, supplier management, contracts management, risk management and strong negotiation skills. Amin's experience and expertise allows him to lead and provide value in the procurement of all portfolios including, but not limited to, construction, information technology, professional services, goods, and facilities management.

In addition, Amin has significant in-depth knowledge of relevant trade agreements such as the Canadian Free Trade Agreement (CFTA), the Canadian-European Union Comprehensive Economic and Trade Agreement (CETA), and the World Trade Organization Agreement on Government Procurement (WTO-AGP). Amin's possesses extensive knowledge and experience with regional procurement directives and regulations including the Broader Public Sector (BPS) Procurement Directive.

Notable Projects

➤ ***Project #1 – New Civic Development (NCD) (The Ottawa Hospital)***

Amin led the management of the project procurement for The Ottawa Hospital's New Campus Development project for a new Civic Hospital. He executed large procurement initiatives, while managing all procurement related activity including all internal and external procurement resources assigned to the project. Amin also kept the Hospital's executive team informed by chairing the NCD Procurement Leadership Committee as well as being a member in other sub-committees such as the Project Team and Risk Management committees. In addition, Amin provided advisory services to the Finance Team in developing and executing on a financial management transformation project that helped with cost management for the project.

➤ ***Project #2 – Facilities Management Services (Canada Post Corporation)***

Amin was solely responsible for managing the Facilities Management contract for Canada Post Corporation. This portfolio included all mail processing plants, depots and post offices and included spend of over \$1B. Within this large portfolio, procurement initiatives required execution for sub-projects, spend data mining and presentation was essential to decision

making, and stakeholder management for the entire procurement lifecycle was required to ensure smooth operations of all facilities and suppliers. Amin was also a critical member of the COVID-19 procurement task force to ensure that appropriate PPE was procurement and distributed to all staff as Canada Post was considered an essential service.

Professional Experiences

- ***The Ottawa Hospital***
 - Project Procurement Manager (Contract): Jan. 2021 – Present
- ***Canada Post Corporation (CPC)***
 - Senior Procurement Specialist: Sept. 2018 – Dec. 2020
- ***The Hospital for Sick Children (SickKids)***
 - Senior Procurement Specialist: Apr. 2013 – Sept. 2018
- ***Canadian Museum of Civilization & Canadian War Museum (CMC-CWM)***
 - Senior Purchasing Officer (Contract): Jan. 2013 – Apr. 2013
- ***Diamond Trust Bank (Kenya) (DTB)***
 - Senior Manager Procurement & Logistics: Mar. 2011 – Jun. 2012
- ***Aga Khan Development Network (Kenya)***
 - Group Purchasing Manager: Oct. 2009 – Feb. 2011
- ***Various Public Sector Organizations***
 - Senior Procurement Specialist (Contract): Apr. 2006 – Apr. 2009
- ***Royal Bank of Canada (RBC)***
 - Account Manager: Aug. 2004 – Feb. 2006

Education

- ***Certified Supply Chain Management Professional (CSCMP)***
 - Jan. 2019 – Present
- ***Senior Professional in Supply Management (SPSM)***
 - Nov. 2008 – Aug. 2009
- ***Investment Funds in Canada (IFIC)***
 - Jun. 2004 – Aug. 2004
- ***University of Ottawa: Business Commerce***
 - Sept. 2000 – May 2004

Security Clearance

- ***Canadian Security Clearance: Secret Level II Clearance.***
 - File Number: 95418961-0002055849
 - Date of Birth: June 6, 1982
 - Renewal Date: February 10, 2030

Recommendations



Steve Wood

Director, Supply Chain
(Acting) at The Hospital for
Sick Children

June 6, 2019, Steve managed
Amin directly

Amin worked as part of my team at SickKids. From the time I joined the organization, Amin was source of help and support. His knowledge of the public sector environment was superb, as was his ability to grasp and respond to the operational and political nuances of the organization. He proved time and time again that he could develop innovative ways to achieve our client's goals while still maintaining the required compliance to legislative directives. His always collaborative style was very much appreciated by his clients, who often voiced their gratitude to Amin. He was a true asset to our organization and I would not hesitate to work with him again. [See less](#)



Megan Evans

Chief Legal & Risk Officer at
The Hospital for Sick
Children

September 1, 2020, Megan was a
client of Amin's

I had the pleasure of working with Amin at SickKids. He was the lead on more than one procurement in my portfolio. He has a strong command of the legal requirements applicable to procurements in the public health care sector. He is solution-oriented and creative. He is skilled at keeping multiple balls in the air and having everyone feel that they are the priority. His projects were always on time and on track and I always knew where things stood. Amin found solutions to any issues or problems we identified along the way. Most importantly, Amin sees the best in everything and everyone. He is highly personable, gets along with everyone and adds value to anything he gets involved in. It is without hesitation that I recommend Amin. I would welcome the opportunity to work with him again. [See less](#)



Janice Nicholson

Director Of Communications
at Stem Cell Network

September 2, 2020, Janice worked
with Amin in different groups

Amin was our procurement advisor on a very large procurement project to develop a new website for SickKids. From day one Amin demonstrated his professionalism and understanding of the process. He guided my team and I and helped us navigate through a very complex process with a lot of scrutiny from our leadership and with many moving parts and multiple stakeholders. He was immensely knowledgeable of the process and regulations and advised us on steps forward. Thanks to his strong organizational skills we met every milestone and he helped us to find creative solutions and reach consensus in order successfully complete our goal and ultimately advance our business requirements. We could not have done it without him! [See less](#)



Avery MacLean PMP ITIL CSM

Director Research IT at The Hospital for Sick Children

September 19, 2020, Avery worked with Amin in different groups

I worked with Amin on several strategic procurements for the Research Institute, The Hospital for Sick Children. His commitment to exceptional client-service impressed me immediately, and he became my trusted partner in navigating the complexities of the Broader Public Sector procurement process. What sets Amin apart is his interest in the business objectives of the procurement, his desire to understand who will benefit from the product and services being acquired, and the creativity and efficiency he brings to problem solving. Time spent with Amin was always a pleasure and the procurements we worked on have proven themselves in realized value for the organization. [See less](#)



Huilin Lan

[Recent Bcomm graduate looking for work - Procurement | SAP | Business analyst | Logistic related.](#)

[September 1, 2020, Amin was senior to Huilin but didn't manage directly.](#)

I used to work as a co-op student at Canada Post. Amin was a great professional to work with. He helped me a lot to get started and understand internal procurement processes. He goes out of his way when you ask for some guidance and training. As a student, whenever I have questions and puzzled, he always provided me valuable and professional direction and suggestions patiently and sincerely. Thanks a lot, Amin! I highly recommend Amin as a procurement specialist and would love to work together again. [See less](#)