



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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# Job Board Posting



Careers.Indigenous.Link

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## Screening Analyst

**Job ID** 18-968-05-133-3404  
**Web Address** <https://careers.indigenous.link/viewjob?jobname=18-968-05-133-3404>  
**Company** CSIS  
**Location** Ottawa, Ontario  
**Date Posted** From: 2018-11-06 To: 2050-01-01

**Description**  
Closing Date 2018-12-05  
Reference Number 18-968-05-133

Job Category Entry Level

Who Can Apply Canadian Citizens

Location Ottawa, Ontario

Salary Range \$54,340 - \$66,090

Status Indeterminate (permanent)

Language Requirement Bilingual Imperative (BBB/BBB)

### Job Summary

The Screening Analyst (SA) is responsible for the front-end review and processing of security screening requests received from the various programs. The SA must research, analyse and interpret sensitive information to determine if an individual poses a potential threat to the security of Canada.

- Review security screening requests and conduct research using a variety of databases and open source search tools.
- Evaluate possible threat-related concerns to national security and provide factual summaries highlighting specific concerns.
- Consult and collaborate with relevant operational areas; write key notes on files and remain informed of emerging threats.
- Verify that security screening requests submitted are completed accurately.
- Mentor and provide training to new employees and participate in the development of training materials.

### Education

Level 05

- Undergraduate degree and one (1) year of experience
- College diploma and three (3) years of experience

Level 04

- Undergraduate degree - No experience required
- College diploma and two (2) years of experience

The educational program must be from an accredited learning institution recognized in Canada. If you completed a program outside of Canada you will be required to obtain proof of a Canadian equivalency at your expense through a recognized credential assessment service. Note: Any higher level of education could be recognized as experience.

### Experience

- Experience conducting complex research and analysis using database systems.

Experience must have been acquired within the last five (5) years.

### Competencies

- Adaptability / Flexibility
- Analytical Skills
- Teamwork
- Decisiveness
- Communication

### Conditions of Employment

Indeterminate (permanent) position with one (1) year probation.

#### Notes

A written examination will be administered for the screening of candidates. The exam will serve to evaluate research and analytical skills. If successful, you will be invited to an interview. Salary is commensurate with qualifications and experience Level 04:

- The successful applicant will initially be appointed to the position as a level 04 (\$48,530 - \$59,030).
- The applicant will need to follow a developmental plan in order to reach the full level of the position (level 5 (\$54,340 - \$66,090)).
- Inability to meet the objectives of the developmental plan will result in the employee staying at the level 04.

#### Reference Links

#### Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

#### Others

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit [CSIS for Screening Analyst](#)