



# 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.Links 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.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/03

## Human Resources Officer

**Job ID** 18-968-06-118-4202

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=18-968-06-118-4202>

**Company** CSIS

**Location** Ottawa, Ontario

**Date Posted** From: 2019-02-06 To: 2050-01-01

**Description**

Closing Date 2020-07-22

Reference Number 18-968-06-118

Job Category Experienced

Who Can Apply Canadian Citizens

Location Ottawa, Ontario

Salary Range \$61,380 - \$74,670

Status Indeterminate (permanent)

Language Requirement Bilingual Imperative (CBC/CBC)

**Job Summary**

- Advise managers and employees on the application of HR policies, directives, guidelines, standards, processes and procedures to ensure understanding and compliance with HR policies and programs or service delivery requirements.
- Provide recommendations on possible courses of action and products to HR Advisor and/or management by conducting research, preliminary interviews, an analysis of requirements and/or issues to be addressed and/or identifying precedents.
- Analyze and process routine client requests and develop justifications to support actions taken.
- Coordinate and initiate action to assist in resolving information gaps by referring, discussing and providing alternatives, promoting HR principles/best practices and/or providing data.
- Coordinate HR activities by applying recognized methodologies and ensuring compliance with HR principles

- Maintain and update HR documentation, databases and files within assigned area.
- Provide input and recommendations for changes to HR procedures and practices.

## Education

- Undergraduate degree in a human resources, labour/industrial relations or organizational development program or HR certification recognized by Chartered Professionals in Human Resources Canada/Human Resources Professionals Association (Ontario) and two (2) years of relevant experience; or
- Undergraduate degree in a field related to the position, such as psychology, public or business administration, education sciences, social sciences and two (2) years of relevant (within last five (5) years) 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

### Relevant Experience

- Experience in providing services to clients in a Human Resources environment.

Candidates must also possess:

- Experience in conducting research and analysis and in providing options and/or recommendations on a variety of HR related matters such as HR planning, classification, staffing/recruitment or labour relations.

## Competencies

- Adaptability/Flexibility
- Analytical skills
- Client Service
- Communication
- Organizational Skills/Multitasking
- Rigour

## Conditions of Employment

Upon appointment on an indeterminate (permanent) basis, an employee shall remain in their new position for two (2) years.

## Notes

A written exam will be used as part of the overall assessment combined with the competency base interview.

## 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 Human Resources Officer](#)