



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: 2024/05/06

Professional Practices Advisor

Job ID 18-968-08-060-3600
Web Address
<https://careers.indigenous.link/viewjob?jobname=18-968-08-060-3600>
Company CSIS
Location Ottawa, Ontario
Date Posted From: 2018-06-26 To: 2050-01-01

Description

Closing Date 2018-08-15
Reference Number 18-968-08-060

Job Category Subject Matter Expert

Who Can Apply Canadian Citizens

Location Ottawa, Ontario

Salary Range \$78,800 - \$95,870

Status Indeterminate (permanent)

Language Requirement Bilingual Non-Imperative (CBC/CBC)

Job Summary

The Professional Practices Advisor is responsible for managing the activities of the Departmental Audit Committee (DAC), the Quality Assurance and Improvement Program and for providing advice to the Chief Audit and Evaluation Executive (CAEE) on Internal Audit frameworks and processes.

- Manage the activities of the DAC by developing agendas, liaising with internal and external stakeholders; coordinating activities related to the DAC and drafting/reviewing DAC related documentation and outputs.
- Manage/develop the Quality Assurance and Improvement Program and conduct quality assurance on branch activities and engagements.
- Monitor, report and follow-up on the management response and action plan following recommendations from internal audits and Officers of Parliament.
- Liaise with members of the DAC, stakeholders at all levels of the organization, as well as the Officers of Parliament to monitor and coordinate internal audit activities, and represent the CAEE

and CSIS at departmental or interdepartmental meetings.

- Advise and provide recommendations to the CAEE on internal audit policies and practices and collaborate in the Branch planning and reporting requirements.
- Lead research, analysis and briefings as it relates to internal audit activities in CSIS.
- Manage and coordinate the resources for internal audit professional services.

Education

- Undergraduate degree and an accounting designation (CPA: CA, CMA, CGA) or an internal audit certification (for example: CIA, CGAP, CISA).

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 from an accredited learning institution recognized in Canada. Note: Any higher level of education could be recognized as experience.

Experience

Seven (7) years of relevant experience in conducting assurance engagements (internal audits) and/or experience in providing secretarial support to a Departmental Audit Committee. Candidates must also possess:

- Three (3) years of experience within the last five (5) years in preparing briefing material for Senior Management (defined as EX-02 and above).
- Experience in providing strategic advice to Senior Management (defined as EX-02 and above).
- Experience working independently and in a team setting.

Competencies

- Judgement
- Rigour
- Communication
- Analytical skills
- Interpersonal skills
- Values and Ethics

Conditions of Employment

- Upon appointment, an employee shall remain in their new position for two (2) years.
- Flexibility is required in relation to the work schedule that may extend beyond core hours of work based on operational requirements.

Notes

Not Applicable

Reference Links

Security Requirements

You must be eligible for an Enhanced Top Secret security clearance. The process involves a security interview and a polygraph. There is also a background investigation that includes credit and financial checks. Using illegal drugs is a crime. Drug use is an important factor in your reliability and suitability assessment. This is part of the selection process. So do not use drugs starting from when you submit your application.

Others

We thank all applicants for their interest in CSIS. We will contact you if you are selected for the next step.

For more information, visit [CSIS for Professional Practices Advisor](#)