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:
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Informatics Training Analyst/Instructor

Job ID	**19-968-07-020-8223**
Web Address	
https://careers.indigenous.link/viewjob?jobname=19-968-07-020-8223	
Company	CSIS
Location	Ottawa, Ontario
Date Posted	From: 2019-02-27 To: 2050-01-01

Description

Closing Date 2019-04-17
Reference Number 19-968-07-020
Job Category Experienced
Who Can Apply Canadian Citizens

Location Ottawa, Ontario
Salary Range $69, 350 - $84,360
Status Indeterminate (permanent)
Language Requirement Bilingual Imperative (CBC/CBC)

Job Summary
Informatics Training Analysts / Instructors provide generic and specialized software and hardware training in support of the Service's mandate and operations. As such they are responsible to:
- Develop, design and elaborate scope of training, course objectives, course training standards, lesson plans, instructional strategies, teaching aids, practical exercises, evaluations and reference material.
- Train course participants through formalized or customized training programs on the operation of essential automated systems and equipment; assess course performance and recommend corrective course of action to Management and implement recommendations.
- Manage and lead concurrent training projects to ensure effective scheduling, coordination and monitoring of all project activities by establishing work plans, overseeing, assigning tasks and checking/verifying work of others.
- Analyze, plan and conduct training needs analysis for branches and identify performance solutions by liaising with technical resources (internal and external) and client communities.
- Participate in the development cycle of new and enhanced informatics systems and projects by providing evaluation, software/equipment testing, validation and recommendations for configuration changes/improvements.
- Assess, evaluate and validate the effectiveness of training programs based on employees' requirements, evaluations, feedback provided by Learning & Development resources, course

participants and implement changes to course content.
- Provide assistance and support for problem resolution of information technology (IT) related issues by analyzing issues, finding alternatives, determining and implementing solutions for the problems raised
- Mentor, train and advise team members.
- Design and deliver presentations on topics of expertise to course participants by ensuring course design and course delivery adhere to appropriate policies and procedures of the Service.

Education

- Undergraduate degree in a field of study related to the work performed and two (2) years of experience developing and delivering training/courses.
- College diploma in a field of study related to the work performed and four (4) years of experience developing and delivering training/courses.
- High school diploma and seven (7) years of experience developing and delivering training/courses.

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
 Candidates must also possess:
- Experience working with various information technology (IT) products (hardware and software) and learning about new technology.
- Experience conducting research and analysis to make recommendations.
Assets:
- Experience in the analysis, design, development and delivery of learning products related to information technology (IT) programs and activities is considered an asset.
- One of the following professional designations would be considered as an asset: Certified Training Practitioner (CTP) or Certified Training and Development Professional (CTDP).
- Experience in managing projects or sub-projects.

Competencies
 · Adaptability/Flexibility
 · Client Service
 · Collaboration
 · Communication
 · Organizational Skills/Multi-tasking
 · Problem Solving

Conditions of Employment

Upon appointment, an employee shall remain in their new position for two (2) years.
Candidates must be willing and able to travel domestically as needed.

Notes
 Not Applicable

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 Informatics Training Analyst/Instructor