



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce Canadian Indigenous Job Seekers to a new approach to job searching. 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 Canadian Indigenous Peoples 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

17 – 2595 Main Street

Winnipeg, MB R2V 4W3

Subsidiary Offices:

Kenora • Midland • Ottawa • London • Sandy Lake • Calgary

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2019/05/21

Training & Recruitment Coordinator

Job ID 18- 968-07-072-8314
Web Address [https://careers.indigenous.link/viewjob?jobname=18- 968-07-072-8314](https://careers.indigenous.link/viewjob?jobname=18-968-07-072-8314)
Company CSIS
Location Ottawa, Ontario
Date Posted From: 2018-07-27 To: 2050-01-01

Description

Closing Date 2019-01-09 Reference Number 18- 968-07-072 Job Category Experienced Who Can Apply Canadian Citizens Location Burnaby, British Columbia Salary Range \$69,350 - \$84,360 Status Term - 1 year Language Requirement English Essential Job Summary Plan, coordinate and facilitate a variety of training courses for regional employees based on organization and employee needs, in consultation with the clients and L&D in regards to training issues, standards, and processes Establish and ensure ongoing and monitoring expenditures including training travel budgets. Act as a resource person by providing advice and policy interpretation to managers/employees on training and HR issues/needs by researching, analysing and evaluating required information. Identify new training and development needs within the Region by conducting job and needs analysis in consultation with managers, and with Chief HR. Develop external contacts and relationships to assist regional employees training needs. Maintain, develop and act as a resource person for regional induction / orientation / mentoring programs. Identify, engage and direct external resources on the delivery of training courses and complete course critiques. Liaise with other government agencies regarding training methods and strategies. Track all training requests, recommendations and call letters to maintain and produce relevant regional statistical reports. Support HR Unit by preparing / reviewing staffing and/or recruiting actions by coordinating internal / external selection processes and providing advice to employees on career path matters. Education Undergraduate degree in a human resources, labour/industrial relations or organizational development program, or in another related field of study (e.g: psychology, public or business administration, education sciences, social sciences) with relevance to this role, and/or HR certification recognized by Chartered Professionals in Human Resources Canada or relevant Canadian Human Resources Professional standards associations, and four (4) years of relevant experience within the last 7 years; or University certificate or College diploma in a human resources, labour/industrial relations or organizational development program, or in another related field of study (e.g: psychology, public or business administration, education sciences, social sciences) with relevance to this role, and/or HR certification recognized by Chartered Professionals in Human Resources Canada or relevant Canadian Human Resources Professional standards associations, and seven (7) years of relevant experience within the last 10 years. 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 Relevant experience: Experience in the interpretation of policies and procedures in at least one relevant HR discipline: training and development, staffing/recruitment, or labour relations. One (1) year of experience in supporting the full cycle of projects, including overall management, planning/development, execution/delivery and feedback, in an applicable environment. Experience in building relationships with key stakeholders, developing effective communication and developing networking contacts. Experience in the provision of complex advice on HR management issues to management. Candidates must also possess: Understanding of organizational learning and development requirements and considerations. Assets: Experience conducting interviews and giving constructive feedback Experience developing and delivering presentations Competencies

Adaptability/Flexibility Analytical Skills Collaboration Communication Organizational Skills / Multi-tasking

Conditions of Employment Willing and able to travel 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 Training

& Recruitment Coordinator