



# 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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# Job Board Posting



Careers.Indigenous.Link

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## Student Co-op: Policy and Foreign Relations

<b>Job ID</b>	<b>20-968-COOP-PFR-03-2721</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=20-968-COOP-PFR-03-2721">https://careers.indigenous.link/viewjob?jobname=20-968-COOP-PFR-03-2721</a>
<b>Company</b>	CSIS
<b>Location</b>	Ottawa, Ontario
<b>Date Posted</b>	From: 2019-09-13 To: 2050-01-01

### Description

Closing Date 2019-10-16  
Reference Number 20-968-COOP-PFR-03  
Job Category Co-op  
Student job  
Who Can Apply Canadian Citizens

Location Ottawa, Ontario  
Salary Range Hourly Salary  
Status Term - 4 to 16 months  
Language Requirement Various

### Job Summary

The Canadian Security Intelligence Service (CSIS) is looking for students who thrive on tackling diverse challenges in a unique environment. If you are up for the challenge and want to join one of our highest performing teams, there is no doubt that your contributions to CSIS will provide a meaningful impact to our mission of helping keep Canadians safe against national security threats. CSIS offers opportunities to students to gain valuable experience, with the possibility to return for multiple placements. Students will be given the opportunity to cultivate their skills and knowledge by being paired with experienced employees who will provide feedback during the work term. They will have the opportunity to broaden their knowledge and experience before choosing a career specialization. Students will assist with the following:

- Support the development and coordination of strategic policy and/or foreign arrangements and relations files and by providing related advice to senior management, including recommendations on the management of Cabinet and Parliamentary business, foreign travel and/or allied engagement.
- Prepare briefing material, speeches, correspondence and/or presentations for the Director and/or Minister and senior officials for meetings with domestic colleagues and counterparts, and/or foreign partners.
- Formulate and participate in the drafting of Cabinet documents (such as Memoranda to Cabinet, Aide-Memoire, talking points, decks).
- Conduct relevant consultations on matters before Cabinet and in Parliament, or in advance of Executive foreign visits and travel, in order to develop and set appropriate Service positions and objectives.
- Research, analyse and interpret Cabinet documents, Parliamentary committee reports, foreign reporting and messages, and/or other documents.
- Assist in the coordination and preparation of Executive foreign travel and visits.
- Maintain a constant, broad awareness of current and developing political and policy issues - foreign and domestic that could impact upon CSIS.

### Education

- Master's degree in a relevant field such as:
- Political Science

- Strategic Studies
- Public Administration

#### Experience

Candidates with experience with the following is preferable:

- Providing strategic advice, conducting analysis and making recommendations.
- Compiling and analyzing information to support the development of policies or the coordination of initiatives.
- Collaborating and coordinating with stakeholders.

#### Competencies

Program Specific:

- Dependability/Reliability
- Ability to Learn
- Respect

Job Specific:

- Analytical Skills
- Communication
- Interpersonal Skills
- Judgement
- Problem Solving

#### Conditions of Employment

Students must be recognized as having full-time student status. Priority consideration will be given to those enrolled in an accredited co-op/internship program.

#### Notes

In their cover letter (which will be used as a screening tool), applicants must clearly demonstrate:

- they are applying for a co-op/internship program or as an independent student;
- their interest for a 4, 8, 12 or 16 months work term;
- their language proficiency in the second official language;
- their interest to work for CSIS.

In their resumes, applicants must provide full information about their school, work and volunteer experience in the past five years. Failure to provide complete information may result in rejection of your application. Second language evaluation tests could be administered. Various language requirements include: English Essential (EE/AE)

Bilingual Non Imperative (CBC/CBC) Work terms are located in Ottawa. Relocation costs are not covered by CSIS.

#### 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 Student Co-op: Policy and Foreign Relations

