



# 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.Link's 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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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Human Resources Assistant

|                    |   |                                 |
|--------------------|---|---------------------------------|
| <b>Job ID</b>      | <b>21-968-05-175-3079</b>   |                                 |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=21-968-05-175-3079">https://careers.indigenous.link/viewjob?jobname=21-968-05-175-3079</a> |                                 |
| <b>Company</b>     | CSIS  |                                 |
| <b>Location</b>    | Ottawa, Ontario   |                                 |
| <b>Date Posted</b> | From: 2021-10-07  | To: 2050-01-01                  |
| <b>Job</b>         | Type: Full-time   | Category: Public Administration |

### Description

Closing Date 2021-11-10  
Reference Number 21-968-05-175  
Job Category Entry Level

Who Can Apply Canadian Citizens

Location Ottawa, Ontario  
Salary Range \$57,960 - \$70,500

Status Indeterminate (permanent)

Language Requirement Various

Open the door to our world!

CSIS is at the forefront of Canada's national security system and we proudly represent the best Canada has to offer. We recruit talented individuals who are committed to Canada's values, energized by meaningful work, and looking for opportunities to explore their maximum potential. Working at CSIS is more than just a job. Our role is to investigate activities suspected of constituting threats to the security of Canada and to take measures to reduce these threats in accordance with well-defined legal requirements and Ministerial Direction. As an HR professional at CSIS, you will contribute directly to our critical mission and advance the HR profession in a unique environment. There are currently opportunities in HR to shape new approaches and implement transformation. You will have the opportunity to acquire 'once in a career' experience in the areas of: classification and organizational design, recruitment, staffing, talent performance management, talent development, labour relations, occupational health and safety, Diversity, Equity and Inclusion and HR Information Management Systems.

### Job Summary

The Human Resources Assistant is responsible for:

- Monitoring the progress of recruitment processes and maintaining contact with applicants via email and telephone, to schedule interviews, other assessments and share/obtain information.
- Administering psychological/written tests.
- Preparing and/or formatting documents such as letters of offer, transmittal slips, staffing transaction reports, assessment material, result letters and other correspondence.
- Entering and updating information in the Human Resources Management System and SharePoint.
- Preparing requisitions for various internal services.
- Maintaining hardcopy/electronic files.
- Contributing to a variety of projects, including reviewing and updating procedures and sharing best practices with team members.

### Education

- Undergraduate degree in a field related to the position, such as Human Resources, labour/industrial relations, organizational development, psychology, public or business administration, education sciences, or social sciences and one (1) year of relevant experience
- OR
- University certificate or three (3) year College diploma in human resources\*\*; or
- OR

- HR certification recognized by Chartered Professionals in Human Resources Canada and three (3) years of relevant experience

Note: Any higher level of education could be recognized as 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.

### Experience

Relevant experience is defined as experience in human resources or administration where planning, organizing and coordinating activities or actions are required. \* One (1) year of relevant experience required. \*\* Two (2) years of relevant experience required. \*\*\* Three (3) years of relevant experience required. Assets:

- Education specialized in human resources, labour or industrial relations, psychology, public or business administration, organizational development, education sciences, social sciences or other field related to the position;
- Experience in human resources.

#### Competencies

- Professionalism
- Adaptability
- Teamwork
- Rigour
- Organizational Skills/Multi-tasking
- Communication

#### Conditions of Employment

Not Applicable

#### Notes

While we continue to explore opportunities for flexible work arrangements, the majority of work in our organization must be done in the office and cannot be performed at home. A competency-based interview, a written exam and reference checks may be administered to retained applicants. To know more about our process, please visit: [Job Requirements - Canada.ca](#). Candidates should note that non-imperative staffing may be considered in situations where it can contribute to closing representation gaps in employment equity groups.

#### 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 Assistant](#)