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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Keewatin, ON P0X 1C0

Job Board Posting

Careers.Indigenous.Link

Date Printed: 2024/03/28

Privacy Advisor

Job ID	**21-968-07-086-2266**	
Web Address	https://careers.indigenous.link/viewjob?jobname=21-968-07-086-2266	
Company	CSIS	
Location	Ottawa, Ontario	
Date Posted	From: 2021-05-28	To: 2050-01-01
Job	Type: Full-time	Category: Public Administration

Description

Closing Date 2021-06-30
Reference Number 21-968-07-086
Job Category Experienced
Who Can Apply Canadian Citizens

Location Ottawa, ON
Salary Range $73,970 - $89,970
Status Indeterminate (permanent)
Language Requirement Bilingual Non-Imperative (BBB/BBB)

Job Summary

- Assess the privacy obligations and potential risks posed by new or substantially modified CSIS programs / activities;
- Determine whether or not, the circumstances outlined in section 6.3.1 of the Directive on Privacy Impact Assessments (PIA) apply to Service programs and activities;
- Document decisions in accordance with 6.3.2 and 6.3.3 of the Treasury Board Secretariat (TBS) Directive on PIAs;
- Draft PIAs in collaboration with internal and external stakeholders;
- Implement the Service's process for addressing privacy breaches, in accordance with TBS guidelines;
- Identify, create and update the Service's Personal Information Banks (PIBs) and ensure these are registered and updated with TBS;
- As policy centre, establish and update internal policies, standards and procedures in relation to the administration of the Privacy Act;
- Prepare reports and correspondence related to the administration of the Privacy Act, including reports mandated by the Privacy Act, for senior Service managers, for TBS, for the Office of the Privacy Commissioner (OPC) and/or for Parliament;
- Assist and support Service managers on the application of the Privacy Act regulations with respect to the collection, usage, dissemination, retention and disposal of personal information;
- Provide advice, guidance and interpretation of the Privacy Act and on the TBS Directive regarding PIAs;
- Keep current on Privacy Act policy changes, privacy issues, technology issues, public concerns etc., that involve the protection of personal information;
- Assist colleagues in activities such as research and/or analysis required for various ERC related reviews and/or inquiries.

Education

- Undergraduate degree and two (2) years of experience
- College degree and four (4) years of 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 from an accredited learning institution recognized in Canada. Note: Any higher level of education could be recognized as experience.

Experience

- Experience interpreting and applying policy provisions, guidelines or laws.

Candidates must also possess:

- Two (2) years of experience producing a variety of written reports, such as briefing notes, reports, assessments, summaries and/or memorandums; and

- Experience researching and analysing information in order to draw inferences and/or make recommendations;
- Experience interacting with individuals at different levels, both within and outside the organization, in order to obtain or provide information.

Assets:

- Experience in drafting Privacy Impact Assessments (PIA).
- Knowledge of the Access to Information Act and the Privacy Act.

Competencies

- Advisory (Ability to provide advice)
- Analytical Skills
- Communication
- Interpersonal Skills
- Organizational Skills/Multitasking

Conditions of Employment

Upon appointment, an employee shall remain in the Branch or Region for a period of one year before any lateral movement outside of the Branch or Region.

Notes

Please clearly demonstrate in your resume and cover letter how you meet each Education and Experience criteria by providing concrete examples including where, when and how these qualifications were acquired. Failure to do so will result in the screening out of your application. A written exam will be used as part of the overall assessment combined with the competency-based-interview.

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 Privacy Advisor