



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:
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Job Board Posting



Careers.Indigenous.Link

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Project Support Officer

Job ID	21-968-07-215-3678	
Web Address	https://careers.indigenous.link/viewjob?jobname=21-968-07-215-3678	
Company	CSIS	
Location	Ottawa, Ontario	
Date Posted	From: 2021-11-18	To: 2050-01-01
Job	Type: Full-time	Category: Public Administration

Description

Closing Date 2021-12-22
Reference Number 21-968-07-215
Job Category Experienced
Who Can Apply Canadian Citizens

Location Ottawa, Ontario
Salary Range \$73,970 - \$89,970
Status Indeterminate (permanent)
Language Requirement Various

Job Summary

The Project Support Officer provides ongoing technical and administrative support to the operations of the ITSS PMO and ITSS TMO:

- Assist the PMO or TMO with the planning, tracking and ongoing reporting of branch programs and projects.
- Respond to requests for management reports by collecting, analyzing, and compiling information from Project Management support system and databases in order to produce various management reports, presentations, briefing notes, statistics, and memos for review by management.
- Manage and run monthly Timesheet Audit report and follow up with Resource Managers and Project Managers
- Facilitate, prepare documentation to support Resource Managers/Project Managers meetings.
- Prepare project management business intelligence reports from Project Management support system and databases.
- Liaise with Project Management support system users and clients, partners, technical support teams, and external vendors to resolve technical issues and recommend solutions.
- Act as a point of contact by providing assistance, advices, and consulting services to project managers, resources managers, and other users related to the use of Project Management support system, resource permissions/profiles, timesheets and project management SharePoint sites.
- Assist project managers by maintaining project sites, scheduling tasks, monitoring progress, advising personnel to ensure the requirements and deadlines are met.
- Coordinate various project review/planning meetings. This task includes preparing the agenda, gathering presentation material, producing and publishing meeting minutes.
- Prepare and revise corporate documents and reports by keeping abreast of evolving branch programs and initiatives, analyzing client needs and compiling statistics.

Education

- Undergraduate degree and two (2) years of experience *
- College diploma and four (4) years of experience *
- High-school and five (5) 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 through a recognized credential assessment service. Note: Any higher level of education could be recognized as experience.

Experience

*Experience preparing/drafting a wide variety of documents such as proposals, reports, assessments, presentations and briefing materials.

Candidates must also possess:

- Experience with planning, tracking and reporting of projects or initiatives.
- Experience providing advice and recommendations to management.
- Experience coordinating and monitoring projects.
- Experience providing technical support.

Assets

- Experience with providing IT technical and administrative support experience.
- Experience working with a project team or technical team.
- Experience using applications such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Microsoft SharePoint, Microsoft

Project, Microsoft Project Server, ServiceNow, Business Intelligent tools, and Cognos database.

Competencies

- Adaptability / Flexibility
- Communication
- Analytical Skills
- Initiative
- Interpersonal Skills
- Organizational/ Multitasking

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.

- Overtime may be required
- High pace environment

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 Project Support Officer