



# 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:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/28

## Project Officer, Real Property

**Job ID** 21-968-08-018-2773

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=21-968-08-018-2773>

**Company** CSIS

**Location** Ottawa, Ontario

**Date Posted** From: 2021-01-14

To: 2050-01-01

**Job** Type: Full-time

Category: Public Administration

### Description

Closing Date 2021-04-28

Reference Number 21-968-08-018

Job Category Experienced

Who Can Apply Canadian Citizens

Location Ottawa, Ontario

Salary Range \$84,050 - \$102,250

Status Indeterminate (permanent)

Language Requirement Bilingual Imperative (BBB/BBB)

### Job Summary

As part of the Projects Delivery Team, the Project Officer is responsible for the development and delivery of short and long-term facilities programs for CSIS. The scope of their work will include overseeing planning, implementation, commissioning and the management/establishment of feasibility studies processes as it pertains to major construction and site infrastructure initiatives. More specifically, Project Officers will be called to oversee projects which will focus on various areas such as space management, infrastructure and leases in light of their expertise and business requirements. The Project Officer will also be called to lead teams composed of various supporting resources, either from within CSIS and/or from consulting firms to deliver on their programs.

- Manage, direct; provide functional direction and document projects using a Project Management System for various fit-up requirements of facilities. This is required notably to ensure facilities continue to meet operational expectations for health, safety, security, availability and reliability of key infrastructure.

- Working in a leadership role within a project team environment, provide functional direction to the necessary supporting resources (CSIS policy centres, contracted project officers, technical centres of expertise, client departments, consulting engineers and architects) to plan, execute and implement the approved capital renewal projects.

- Manage and provide functional direction on the development of scopes of work, project charters,

project plans (work breakdown structures, communication plans, budget and cost control documents, schedules, risk management plans, quality control plans, health and safety management plans, etc.), and post mortem reports for capital/fit-up projects.

- In collaboration with internal partners and Public Service Procurement Canada (PSPC is formerly known as Public Works and Government Services Canada (PWGSC)), develop detailed project procurement strategies to ensure optimum project delivery outcome and project management practices compliance (e.g. CSIS standards, National Project Management System (NPMS) processes and Enterprise Project Management System (EPMS) methodologies).

## Education

Undergraduate degree and four (4) of years of experience

- Undergraduate degree from a recognized University in Engineering, Architecture or Project Management.

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

Four (4) years of experience in either or a combination of the following:

- Project management for real property construction and/or infrastructure initiatives. Only experience related to commercial, institutional or office buildings will be considered.
- Government (primarily PSPC and Treasury Board) project management and procurement processes.

Candidates must also possess a minimum of two (2) years of experience in at least two (2) of the following:

- Experience assembling and managing project teams comprised of a diverse array of professional consultants, technical specialists, and policy centre and management resources.
- Experience maintaining financial budgets and forecasts.
- Experience in negotiation and administration of contracts related to real property.
- Experience in facilities management, including but not limited to lease negotiation, operation and maintenance, site development.

## Assets

- Experience in a highly secured environment.
- Experience preparing reports, presentations, briefing notes, and correspondence for senior management.
- Accreditations such as Building Owners and Management Institute, Financial Management Advisor, Project Management Institute or Real Property Administration.

## Competencies

- Communication
- Behavioral Flexibility
- Project Management

- Decisiveness
- Focus Results (Result Oriented)

#### Conditions of Employment

Incumbents are expected to travel regularly in Canada and internationally for up to 6 weeks at a time and will sometimes work in high risk environments. The incumbents could be working in various non-traditional areas, like construction sites, mechanical and electrical rooms, open field, etc. Flexibility is required in relation to the work schedule that may extend beyond core hours of work based on operational requirements.

#### 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 Project Officer, Real Property