



# 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

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## Project Leader

<b>Job ID</b>	<b>21-968-08-207-2300</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=21-968-08-207-2300">https://careers.indigenous.link/viewjob?jobname=21-968-08-207-2300</a>	
<b>Company</b>	CSIS	
<b>Location</b>	Ottawa, Ontario	
<b>Date Posted</b>	From: 2021-11-04	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Public Administration

### Description

Closing Date 2022-05-17  
Reference Number 21-968-08-207  
Job Category Experienced  
Who Can Apply Canadian Citizens

Location Ottawa, Ontario  
Salary Range \$84,050 - \$102,250  
Status Indeterminate (permanent)  
Language Requirement Various

### Job Summary

The Project Leader is responsible for developing and administering project plans and leading a team through activities in support of the Branch programs. The major responsibilities of the position are:

- Lead the project and team through the development and delivery activities ensuring effective tasking, scheduling, coordination and monitoring of project activities and resources that may span multiple branches and divisions of the organization.
- Oversee, assist, or prepare detailed project documentation, potentially including charters, project management plans, business cases, or other project documentation based on Portfolio Management Office templates.
- Oversee, or lead activities of the project by developing plans/objectives, organizing, updating project plans; controlling budgetary expenditures; directing/instructing human resources, managing change in scope and schedule, and communicating with stakeholders, including reports and presentations to senior management.
- Resolve problems by analysing and following practices and standards and by developing new approaches to resolve issues and risks.
- Contribute to project business case development by developing preliminary project plans and resource estimates.
- Coordinate internal and contract project resource requirements by writing Statements of Work and establishing evaluation criteria and evaluating responses.
- Lead projects related to the piloting/prototyping of new technologies by planning project level activities for project teams
- Apply SDLC best practices and potentially utilize Agile methodologies in development projects.

### Education

- Undergraduate degree\*; or
- Technologist diploma\*; or
- Professional technologist equivalency designation; or
- College diploma\*; or
- Secondary school diploma.

\* Fields of study: Computer science, electrical, electronics, network security, telecommunications, or engineering and related fields of study. 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

- Undergraduate degree and three (3) years experience\*; or
- Technologist diploma and four (4) years experience\*; or
- Professional technologist equivalency designation and four (4) years experience\*; or
- College diploma six (6) years experience\*; or
- Secondary school diploma and seven (7) years experience\*.

\* Experience: leading activities in IT projects related to the planning, development, management and operation of an enterprise-wide technical infrastructure and network, computing platform environment or application development.

Candidates must also possess:

- Experience managing and/or leading project teams ensuring effective tasking, scheduling, co-ordination and monitoring of all project activities and resources that span multiple branches and divisions.
- Experience developing mitigation strategies for IT project risks and issues.
- Experience writing/drafting necessary project reports/documentation including but not limited to business cases, project charters, project status reports, project management plans and risk management plans.

Assets:

- A Project Management Institute (PMI) Project Management Professional (PMP) Certification in good standing or equivalent including but not limited to Post Graduate Project Management Studies, Prince2 certification, SCRUM Master Certification, Lean Six Sigma Certification or others which will be considered on a case by case basis.
- Experience using Microsoft Project, ServiceNow
- Knowledge of System development lifecycle (SDLC) models
- Familiarity with the use of project management software tools and applications
- ITIL training or certifications
- Experience in Agile methodology

## Competencies

- Knowledge & Experience
- Behavioural Flexibility
- Collaboration
- Communication Skills
- Risk Management
- Result Oriented

## 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 check may be administered to retained applicants. To know more about our process, please visit: [Job Requirements-Canada.ca](http://JobRequirements-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 Project Leader](#)