



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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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/02

Senior Project Manager

Job ID 21-968-09-073-4618

Web Address

<https://careers.indigenous.link/viewjob?jobname=21-968-09-073-4618>

Company CSIS

Location Ottawa, Ontario

Date Posted From: 2021-09-03

To: 2050-01-01

Job Type: Full-time

Category: Public Administration

Description

Closing Date 2021-10-20

Reference Number 21-968-09-073

Job Category Experienced

Who Can Apply Canadian Citizens

Location Ottawa, Ontario

Salary Range \$95,350 - \$116,060

Status Indeterminate (permanent)

Language Requirement Various

Job Summary

This job competition will be used to staff multiple Senior Project Manager positions within the Enterprise Portfolio Management Office (EPMO) of the Strategic Management Branch (SMB). The SMB is the centre of expertise for integrated planning, risk, and performance measurement, along with the EPMO's role of leading enterprise portfolio management and reporting, project and programme management, change management and investment planning within the Service.

Responsibilities of this role include:

- Leading project teams by assigning projects, providing expert advice, monitoring progress and reporting to the Chief on progress of projects;
- Developing and maintaining Service requirements for Treasury Board policies on the Planning and Management of Investments, Risk Management, and/or Policy on Results;
- Assisting management in meeting Service planning and reporting objectives by providing advice, guidance, briefs, assessments, and reports;
- Preparing complex correspondence and/or reports such as; risk assessments, briefing notes, trends and analysis, executive briefings;
- Developing and implementing methods, tools, solutions and concepts in support of the planning cycle by conducting comprehensive research, analysing new corporate; approaches, identifying capability gaps and recommending changes to existing work processes and procedures in order to

facilitate better planning and reporting;

- Consulting and liaising with other departments, central agencies and allied partners by establishing strong working relationships in order to share knowledge and best practices;
- Representing the Service at inter-departmental or other external forums, meetings or working groups; and
- Developing and maintaining the overall Service business planning cycle and related activities.

Education

- Undergraduate degree and six (6) years of experience in one or more of the following areas: Project or program management, Investment planning, Change management, Risk management, Lean 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

Candidates must also possess recent* and significant** experience in:

- Project management and coordination (including but not limited to the setting of criteria, establishing timelines and priorities, and ensuring the achievement of expected results).
- Providing advice (written or oral) on complex matters to employees at all levels;
- Preparing and giving presentations, briefings and consultations;
- Analysing and synthesizing data from multiple sources; and
- Preparing complex reports and recommendations and advising senior management.

* Recent experience is defined as experience gained within the last ten (10) years. ** Significant experience is defined as experience, normally gained over a period of three to five (3-5) years, and in which these tasks are performed on an ongoing basis as part of the principal duties for the position. Assets

- Certification(s) in Project Management, Programme Management and/or Portfolio Management
- Certification in Change Management
- Certification in Lean Management or equivalent related training.

Competencies

- Analytical skills
- Communication
- Strategic thinking
- Organizational skills / multitasking
- Judgement

Conditions of Employment

Candidate must be willing and able to travel domestically and abroad as needed.

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.

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 Senior Project Manager](#)