



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: 2024/04/29

Project Management Coordinator

Job ID 21-968-10-154-3062

Web Address

<https://careers.indigenous.link/viewjob?jobname=21-968-10-154-3062>

Company CSIS

Location Ottawa, Ontario

Date Posted From: 2021-09-27

To: 2050-01-01

Job Type: Full-time

Category: Public Administration

Description

Closing Date 2021-11-10

Reference Number 21-968-10-154

Job Category Subject Matter Expert

Who Can Apply Canadian Citizens

Location Toronto, Ontario

Salary Range \$106,870 - \$128,690

Status Indeterminate (permanent)

Language Requirement Bilingual Non Imperative (CBC/CBC)

Job Summary

This career opportunity will be used to staff this, and other similar positions, within Corporate Services (CS), HQ. However, with the current scope of work related to this capital project located in Toronto, this position will be uniquely located in Toronto (Toronto Region Relocation). Remote work opportunities related to this project are limited (less than 15% of the time). The Chief Project Coordinator will provide professional project coordination and management leadership for the business analysis and delivery stages of major capital relocation projects and programs. Guided by the Corporate Services (CS) Project Management Framework (PMF) and the Enterprise Project Management Office (EPMO) project structures, the Chief Project Coordinator will be responsible for guiding project progress while adhering to the established governance structures. More specifically, the Chief Project Coordinator will be responsible and accountable for developing the project structure, including the development of resourcing strategies, partners engagement, scope definition, financial and schedule management, in order to achieve, in collaboration with key internal/external partners the advancement of the prescribed major capital projects and programs objectives. More importantly, the forecasted major capital project(s) and program(s) are expected to undergo a degree of transformation validation; in order to achieve successful results, the Chief Project Coordinator will have to develop efficient partner engagement strategies. In holding such responsibilities, the Chief Project Coordinator will have to develop mechanisms for effective partner

and stakeholder consultations and engagement to ensure all parties are appropriately involved and participate in the decision making process throughout the relevant phases of the projects. Specific functions include, but are not limited to:

- Act as a resource person by developing effective working relationships and by establishing and liaising with officials of federal/provincial and foreign government departments/agencies.
- Conduct a continuing review and evaluation of the Major Capital Projects Program by recommending, developing, revising policies and procedures.
- Consult and cooperate with Senior Management by discussing and recommending courses of action on administrative matters which have Major Capital Projects Program implications.
- Plan and manage the research, studies or implementation of projects by supporting the Major Capital Projects Program.
- Evaluate projects by developing strategies to improve services delivery and by providing guidance to all internal teams for all issues related to the Major Capital Projects Program.
- Coordinate specific task forces related to the Major Capital Projects Program.
- Coordinate the preparation of all briefing material by searching information from miscellaneous administrative and technical reports.
- Prepare management reports and provide advice to Senior Management on issues and topics relevant to infrastructure programs by recommending course of action.
- Identify, advise and formulate recommendations to Senior Management on improvements to the program.
- Prepare and give presentations to federal government Senior Management representatives.

Education

- Undergraduate degree in Engineering or Architecture
- Candidates with an equivalent combination of relevant education (minimum undergraduate degree in fields related to Project Management, Real Property Design) and ten (10) years of experience in complex*, Government of Canada, Real Property** project planning, design, or implementation activities may also be considered.

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

- Seven (7) years of experience in complex*, Government of Canada, Real Property ** project planning, design, or implementation activities.
- Seven (7) years of experience (within the last 10 years) in the provision of a full range of services in executing Real Property** projects (including design and tender documents, design review and guidance and/or resolution of technical issues).
- Seven (7) years of experience leading multi-disciplinary project teams in the delivery of Real Property** projects (including quality assurance, and/or confirmation of project cost, schedule, or scope).

- Seven (7) years of experience in maintaining financial budgets and forecasts.
- Five (5) years experience in preparing reports, presentations, briefing notes, and correspondence for senior management***.
- Three (3) years of experience in the negotiation/administration of contracts.
- Three (3) years of experience in working with stakeholder environments, including operating environment, accounts payable, outsourcing and audit.
- Three (3) years of experience in a formal supervisory role****.

Complex* is defined as a program or project that is multi-stakeholder; multi-disciplinary; interdependent with other programs of work; technically or politically challenging; or where the dollar value of the contract exceeds five million dollars.

Real Property** projects are defined as commercial or institutional new construction or renovations (e.g. interior fit-up) for buildings, structures, improvements, and other utilities on, above, or below the surface of the land.

Senior management*** is defined as persons occupying Director positions and above.

Formal supervision**** is defined as direct supervision of employees and/or contracted resources. It entails the day to day planning, organizing, directing, controlling and performance of the work of others (team) in achieving / attaining results within an organization. These skills may have been acquired through work experiences within the Government of Canada or outside.

Tasks include:

- Developing strategies to support activities within the project environment and helping the team understand the goals / objectives.
- Encouraging participation, setting objectives and providing feedback to project team members.
- Identifying issues and resolving project team problems such as absenteeism and conflict.

Competencies

- Create vision and strategy
- Mobilize people
- Collaborate with partners and stakeholders
- Promote innovation and guide change
- Achieve results
- Uphold integrity and respect

Conditions of Employment

Travel requirements including, overnights (five (5) days or less), unscheduled travel, and day trips (minimum 25 km) may occur.

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. The successful candidate may be eligible for an additional 19% ENG Terminable Allowance (ENG-06)

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 Management Coordinator](#)