



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: 2024/04/26

Project Officer

Job ID 22-968-06-081-2154

Web Address

<https://careers.indigenous.link/viewjob?jobname=22-968-06-081-2154>

Company CSIS

Location Ottawa, Ontario

Date Posted From: 2022-05-10

To: 2050-01-01

Job Type: Full-time

Category: Public Administration

Description

Closing Date 2022-06-06

Reference Number 22-968-06-081

Job Category Experienced

Who Can Apply Canadian Citizens

Location Burnaby, British Columbia

Salary Range \$65,460 - \$79,640

*Under Review

Status Indeterminate (permanent)

Language Requirement English Essential

Job Summary

The Project Officer is responsible for organizing and administering the activities and projects in support of the programs related to the unit. Functions may include:

- Coordinate the activities of the unit by developing project objectives, plans and quality control standards.
- Administer the projects by scheduling tasks, monitoring progress and consulting/advising stakeholders to ensure the requirements and deadlines are met.
- Collaborate with stakeholders in the preparation of administrative documents and supporting material.
- Resolve problems by analyzing and advising on policies, procedures and technology utilizing information from various sources.
- Liaise with other branches and government departments/agencies.
- Assist in the research and production of internal/external documents and statistics.
- Maintain and update various corporate databases, applications, and procedures.
- Assist the supervisor in executing special projects assigned by Management.

Education

- Undergraduate degree and a minimum of two (2) years of experience.
- College diploma and a minimum of four (4) years of experience.
- High School diploma and a minimum of six (6) years of experience.

The degree/diploma must be obtained 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 from an accredited learning institution recognized in Canada. NOTE: Any higher level of education (i.e.: Masters, Doctorate) could be recognized as experience.

Experience

- Experience in multi-tasking (prioritizing and managing incoming tasks) and meeting tight deadlines
- Experience in managing, planning and administration of projects or tasks
- Experience in collaborating, liaising and building relationships with individuals at different levels within an organization
- Experience in analyzing and advising on policies and procedures
- Experience using Microsoft Excel
- Experience reviewing and implementing quality control standards on documents and/or projects.

Knowledge

- An understanding of the CSIS mandate and the security of Canada.
- An awareness of current events and understanding of how they relate to the CSIS mandate.

Competencies

- Organizational skills/multitasking
- Rigour
- Collaboration
- Communication
- Judgement
- Ability to learn

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 written test and interviews will be administered as part of the interviewing process. Reference checks may be conducted as part of the assessment process.

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](#)