



# 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

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/16

## Quality Control Officer

<b>Job ID</b>	<b>22-968-07-090-9932</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=22-968-07-090-9932">https://careers.indigenous.link/viewjob?jobname=22-968-07-090-9932</a>	
<b>Company</b>	CSIS	
<b>Location</b>	Ottawa, Ontario	
<b>Date Posted</b>	From: 2022-06-03	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Public Administration

### Description

Closing Date 2022-07-04  
Reference Number 22-968-07-090  
Job Category Experienced  
Who Can Apply Canadian Citizens

Location Montreal, Quebec  
Toronto, Ontario  
Salary Range \$73,970 - \$89,970  
Status Indeterminate (permanent)  
Language Requirement Various

### Job Summary

As part of the Targeting and Warrants Unit, the Quality control Officer is responsible for ensuring that information reported in the course of the Service's duties and functions, including the exercise of warrant powers, is compliant with Canadian law, including the CSIS Act, Ministerial Direction, orders of the Federal Court and any other documents contained in the CSIS Governance System (CGS), including Service policies, procedures and directives. **MAJOR RESPONSIBILITIES** The Quality Control and Compliance Coordinator organizes regional quality control efforts by carrying out audits, undertaking fact-finding and conducting reviews related to reported information including, operational written tasking and other operational reporting. The Quality Control and Compliance Coordinator helps ensure accuracy, adherence to established standards and compliance. Specific responsibilities include: conducting thorough research with exceptional precision and attention to detail, consulting and liaising with stakeholders, developing and maintaining expertise related to Service policies and procedures, preparing clear and concise reports and providing guidance and recommendations on quality and compliance-related issues. The Quality Control and Compliance Coordinator contributes towards achieving a compliance culture within the Service by acting as a resource person for operational and operational support personnel by understanding, interpreting and providing guidance in regard to the invocation of Federal Court warrants; including advice related to warrant conditions, terms or clauses and associated procedures concerning the assessment and retention of information, data and / or materials obtained under warrant. Responsibilities also include providing advice on and co-ordination of in-house training on compliance - related issues, including written style guides, reporting and facting standards, and procedures related to the reporting of operational non-compliance and unlawful activity.

### Education

- Undergraduate degree and four (4) years experience
- College diploma and five (5) years experience
- High school diploma and six (6) years experience

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

The successful candidate must demonstrate their specific experience in the areas of research and analysis. Previous experience in quality control or compliance is an asset, but is not required. Research and analysis experience is defined as the knowledge and aptitudes gained by direct involvement in conducting research, gathering and studying of information and the subsequent evaluation of information for the purpose of establishing facts, determining linkages and relevance, drawing conclusions and producing concise written results and recommendations that are useful and pertinent.

#### Competencies

- Rigour
- Interpersonal skills
- Client Service
- Analytical Skills,
- Organization skills/multitasking
- Communication (written and spoken)

#### 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.

#### 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 Quality Control Officer