



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: 2024/04/19

Analyst

Job ID 22-968-08-093-9303

Web Address

<https://careers.indigenous.link/viewjob?jobname=22-968-08-093-9303>

Company CSIS

Location Ottawa, Ontario

Date Posted From: 2022-06-15

To: 2050-01-01

Job Type: Full-time

Category: Public Administration

Description

Closing Date 2022-07-14

Reference Number 22-968-08-093

Job Category Experienced

Who Can Apply Canadian Citizens

Location Ottawa, Ontario *Remote work may be possible for the position(s)

Salary Range \$84,050 - \$102,250

Status Indeterminate (permanent)

Language Requirement Bilingual Imperative and Bilingual Non-Imperative (BBB/BBB)

Job Summary

- Conduct highly sensitive, complex research/analysis by identifying, collecting and assessing relevant Service information/material which may be used in policy development, operational compliance reporting, litigation, external review, and/or complaint cases.
- Develop expertise in areas including Service policy and compliance, the disclosure of Service information as it relates to civil, criminal and/or administrative litigation and ensure the protection of sensitive information through the national security provisions of s.38 of the Canada Evidence Act (CEA), s.87 of the Immigration and Refugee Protection Act (IRPA) and/or s.18.1 of the CSIS Act.
- Develop and maintain effective communication and cooperation with internal key partners, including operational divisions, Legal Services, policy centers, regional offices, and external bodies (including, but not limited to the Department of Justice (DoJ), the Canada Border Services Agency (CBSA), the Royal Canadian Mounted Police (RCMP) and Immigration, Refugees and Citizenship Canada (IRCC), National Security and Intelligence Review Agency (NSIRA), National Security and Intelligence Committee of Parliamentarians in judicial or quasi judicial proceedings.
- Maintain a constant, broad awareness of current and developing legal and/or policy issues that could impact CSIS.
- Provide comprehensive advice and recommendations to management and other branches on

complex cases and sensitive issues, such as: operational policy and compliance, litigation, reputational risk, disclosure risks, injury to the Service and to Service investigations.

- Advise, guide and act as a mentor to new analysts.
- Assist in the preparation of witnesses for litigation, quasi-judicial hearings, and/or external review bodies briefings.
- Administer various information sharing arrangements (e.g. CSIS/CBSA Share to Protect (StP), CSIS/RCMP One Vision (OV), CSIS-CCE Framework for Cooperation) which includes providing disclosure advice, drafting advisory or disclosure letters and preparing Record of Decisions (RoDs).
- Promote a healthy workplace by fostering a respectful work environment free from harassment, discrimination, racism, bullying and reprisal. Adhere to the mandatory on-line training on creating a respectful workplace.

NOTE: Not all of these functions will be applicable for every position being staffed.

Education

- Undergraduate degree and four (4) of years of experience*
- College diploma and seven (7) of years of experience*

NOTE: 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 from an accredited learning institution recognized in Canada. NOTE: Any higher level of education (i.e.: Masters, Doctorate) in a relevant field of study could be recognized as experience.

Experience

- Experience in researching, compiling, and analyzing information to provide strategic advice and recommendations to managers OR
- Experience in researching, analyzing, and providing advice and recommendations to managers to resolve complex material / issues / information in accordance with policies and procedures
- Candidates must also possess
- Experience building and maintaining effective partnerships and working collaboratively with a variety of internal and external stakeholders (such as but not limited to other government departments, foreign partners, contractors, federal court, review bodies or the private sector).
- Experience writing reports, briefing materials, or administrative or business documents (for purposes including: policy development, operational compliance reporting, litigation, external review, and/or complaints cases).
- Experience interpreting and applying legislation, policies, or procedures documents (for purposes including: policy development, operational compliance reporting, litigation, external review, and/or complaints cases.).
- Two (2) years of experience in examining documents for accuracy such as but not limited to policy, procedures, compliance reports, correspondence, reports, affidavits, warrants and/or submission documents

ASSETS

- Formal legal or paralegal experience in judicial or quasi-judicial proceedings.

- Experience in drafting and examining documents for accuracy such as, but not limited to policies and procedures, compliance reports, correspondence, reports, affidavits, or submission documents.
- Experience in document review and applying privilege claims in documents from a National Security or other privilege perspective.
- Experience in providing advice and recommendations related to judicial or quasi-judicial proceedings, or other formal processes such as in the field of labour relations, conflict management, oversight and review, intelligence or security, or in interpreting and applying policy provisions, statutory regulations or legislation.

Competencies

- Advisory
- Analytical Skills
- Collaboration
- Organizational Skills
- Behavioural Flexibility
- Communication

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 Analyst](#)