



# 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

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## Archivist

<b>Job ID</b>	<b>70-27-04-5F-28-74</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=70-27-04-5F-28-74">https://careers.indigenous.link/viewjob?jobname=70-27-04-5F-28-74</a>	
<b>Company</b>	Ministry Of Citizens&TM Services	
<b>Location</b>	Victoria, British Columbia	
<b>Date Posted</b>	From: 2021-06-10	To: 2021-06-29
<b>Job</b>	Type: Full-time	Category: Public Administration
<b>Languages</b>	English	

### Description

Ministry of Citizens&TM Services

Victoria

Archivist

\$66,557.72 - \$75,884.38 annually

The Corporate Information and Records Management Office (CIRMO), within the Ministry of Citizens&TM Services, provides information management oversight and guidance to all ministries and applicable broader public sector agencies. It is committed to ensuring that strong information management policies and practices are in place, and that all public service employees understand their responsibilities.

The Government Records Service (GRS) is the lead branch in CIRMO respecting the life-cycle management of information. GRS is a leader in delivering on government&TM's commitment to transform its information management in the digital age through the implementation of the Information Management Act.

Archivists work in a team environment to:

- Develop integrated records classification and scheduling systems for client ministries.

- Appraise government information to determine which records will ultimately be destroyed and which will be selectively or fully retained as archives.

- Review and select specific sets of records for transfer to the government archives.

- Develop, revise, and advise on government-wide information management, policy, standards, and guides, and other communications tools.

- Provide information management and information governance advice to stakeholders and clients; and performs special projects and other duties on behalf of the GRS Leadership Team; and,

- Contribute to the ingest, preservation and public accessibility of information in government&TM's digital archives.

The BC Public Service is an award winning employer and offers employees competitive benefits, amazing learning opportunities and a chance to engage in rewarding work with exciting career development opportunities. For more information, please see What We Offer.

The BC Public Service is committed to creating a diverse workplace to represent the population we serve and to better meet the needs of our citizens. Consider joining our team and being part of an innovative, inclusive and rewarding workplace.

The Indigenous Applicant Advisory Service is available to applicants that self-identify as Indigenous (First Nations, status or non-status, M&Aotis, or Inuit) seeking work or already employed in the BC Public Service. For advice and guidance on applying and/or preparing for an interview for this opportunity, we invite applicants to connect with the Indigenous Applicant Advisor Amanda by email: [IndigenousApplicants@gov.bc.ca](mailto:IndigenousApplicants@gov.bc.ca) or by phone: 778-698-1336.

Qualifications for this role include:

- Master&TM's degree in Archival Studies or a related degree or an equivalent combination of related education/training and experience may be considered.

- 1 years&TM experience in archival appraisal for selection.

- Experience working with and providing advice to staff and clients.

### How to Apply

For more information and to apply online by June 29, 2021, please click [Apply Now!](#)