



GC (Government of Canada) Jobs

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Aboriginal Inventory - Administrative positions at ISC

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Reference number: IAN19J-020515-000065

Selection process number: 19-IAN-EA-BY-ON-RDGO-343752

Indigenous Services Canada(ISC)
Brantford (Ontario), Sudbury (Ontario), Thunder Bay (Ontario),
Toronto (Ontario)
AS-01, CR-05, PM-01
AS-01 - \$51,538 - \$57,643, CR-05 – \$52,162 - \$56,471, PM-01 - \$51,538 -
\$57,643

For further information on the organization, please visit [Indigenous Services
Canada\(ISC\)](#)

Closing date: N/A

Who can apply: You must meet BOTH of the following criteria:

Persons residing in Canada and Canadian citizens residing abroad
AND

Members of the following Employment Equity group: Aboriginal persons.

**This inventory is targeted to Aboriginal persons who will self-declare as an
Aboriginal person.

An Aboriginal person is a North American Indian or a member of a First Nation,
Métis or Inuit. North American Indians or members of a First Nation include
treaty, status or registered Indians, as well as on-status and non-registered
Indians.

The Aboriginal affiliation will be verified at the time of the appointment. **

[Apply online](#)

Important messages

We are committed to providing an inclusive and barrier-free work environment,
starting with the hiring process. If you need to be accommodated during any phase
of the evaluation process, please use the Contact information below to request
specialized accommodation. All information received in relation to accommodation
will be kept confidential.

[Assessment accommodation](#)

When you apply to this selection process, you are not applying for a specific job, but to an inventory for future vacancies. Screening will be done on an ongoing basis and as positions become available, applicants who meet the qualifications may be contacted for further assessment.

Check out the video below to help navigate the application process:
<https://youtu.be/0GW7P3g9hhI>

It is the responsibility of the candidate to clearly outline that they meet each of the criteria in the online questionnaire, which is provided during the application process. Please note that it is not sufficient to only state that the requirement is met or to provide a listing of past or current responsibilities. Rather the candidate must provide concrete and detailed examples that illustrate how they meet the requirement. Failure to do so could result in the application being rejected from the process. The screening board cannot make any assumptions about your experience and will not contact candidates for additional or potentially missing information.

Your resume may be used to validate the information provided in the screening questions.

Work environment

Mandate: Indigenous Services Canada works collaboratively with partners to improve access to high quality services for First Nations, Inuit and Métis. Our vision is to support and empower Indigenous peoples to independently deliver services and address the socio-economic conditions in their communities.

WHY CHOOSE ISC? As an Indigenous person, contribute to ISC's interesting and unique mandate by playing a role in supporting services and programs offered in communities, including health, education, housing, community infrastructure, social and economic development. Join a workplace committed to reconciliation with Indigenous peoples. You can't find this type of experience anywhere else.

Intent of the process

This process aims to create and maintain an inventory of Aboriginal persons for casual, indeterminate or term appointment within Indigenous Services Canada.

Positions to be filled: Number to be determined

Information you must provide

Your résumé.

In order to be considered, your application must clearly explain how you meet the following (essential qualifications)

EDUCATION:

- A secondary school diploma or employer-approved alternatives.

Alternatives:

1. A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
2. An acceptable combination of education, training and/or experience.

Degree equivalency

EXPERIENCE (CR-05/AS-01/PM-01):

- Experience providing administrative support services*.
- Experience in the preparation of reports.**
- Experience in gathering and analyzing information.
- Experience in providing service to clients. (This could include, but is not limited to: answering telephone calls, providing assistance to customers, serving the public, etc.).

*Administrative support services is defined as, for example, but not limited to: managing agendas, scheduling and organizing meetings/teleconferences, preparing and collating meeting file folders and background materials, procuring office equipment and supplies, maintaining a filing system, data entry and other related duties.

** Preparation of reports is defined as, updating tracking systems, compiling information, verifying accuracy of information and/or formatting documents.

The following will be applied / assessed at a later date (essential for the job)

Various language requirements

English essential, English or French essential, Bilingual Imperative, BBB/BBB, CBC/CBC or CCC/CCC

Information on language requirements

Second Language Writing Skills Self-Assessment

In order to help you decide if you should apply to a bilingual position, an optional self-assessment of your writing skills in your second official language is available for you to take before completing your application.

For more information, please consult:

Unsupervised Internet Test of Second Language Writing Skills

ABILITIES:

- Ability to communicate orally.
- Ability to communicate in writing.

PERSONAL SUITABILITIES:

- Demonstrates Integrity
- Demonstrates Respect
- Thinking things through
- Working Effectively with others
- Showing initiative and being action – oriented
- Adaptability

The following may be applied / assessed at a later date (may be needed for the job)

Since these are asset qualifications, you do not have to meet all the criteria you will find below. Hiring managers will select the criteria required for their positions to be staffed.

ASSET EDUCATION:

- A post-secondary school diploma in a field relevant to the position to be staffed

Degree equivalency

ASSET EXPERIENCE:

- Experience in using a financial system such as Systems, Applications and Products (SAP).
- Experience in providing services to or working with First Nations, Inuit or Metis.
- Experience using databases for the purpose of data analysis, manipulation, verification and retrieval.
- Experience preparing and coordinating travel arrangements.

ASSET PERSONAL SUITABILITY:

- Detail Oriented

ORGANIZATIONAL NEEDS:

Indigenous Services Canada (ISC) are committed to having a skilled and diversified workforce representative of the population it serves. In support of our strategy to achieve our employment goals for aboriginal peoples, preference will be given to candidates who, at the time of application indicate that they are an aboriginal person (self-declaration).

Conditions of employment

Reliability Status security clearance - or Secret security clearance

Other information

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the designated groups when you apply.

Information on employment equity

Persons are entitled to participate in the appointment process in the official language of their choice.

You must meet all essential qualifications in order to be appointed to the position. Other qualifications may be a deciding factor in choosing the person to be appointed. Some essential and other qualifications will be assessed through your application. It is your responsibility to provide appropriate examples that illustrate how you meet each qualification. Failing to do so could result in your application being rejected.

Communication for this process will be sent via email. It is the candidate's responsibility to ensure accurate contact information is provided and updated as required; Candidates who apply to this selection process should include an email address that accepts email from unknown users (some email systems block these

types of email).

A variety of assessment tools may be used in the assessment of candidates, such as: written test, practical test, situational exercise, oral interview, simulation, presentation, role-play, work samples, performance appraisals and/or reference checks. Some assessment tools may be administered electronically, others, in-person.

Candidates invited to the assessment stage will be required to provide ORIGINAL proof of their education credentials, i.e., their degree or official transcript. Failure to do so may result in you not being considered further in the selection process. Candidates with foreign credentials must provide proof of Canadian equivalency. Consult the Canadian Information Centre for International Credentials for further information at <http://www.cicic.ca/>

Preference

Preference will be given to veterans and to Canadian citizens, in that order, with the exception of a job located in Nunavut, where Nunavut Inuit will be appointed first.

[Information on the preference to veterans](#)

We thank all those who apply. Only those selected for further consideration will be contacted.

Contact information

Lena Papadatos, Team Leader

[lena.papadatos@canada.ca](mailto:lana.papadatos@canada.ca)

Apply online

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