

ADMINISTRATIVE PROCESSES SPECIALIST (1109) FEDERAL PROGRAMS AND SERVICE

TEMPORARY FULL-TIME

DEPARTMENT:	Governance and Management (802008)
WORK LOCATION:	Regional
UNION:	CSN
STATUS:	Status 2 - Temporary Full-Time
HOURLY SALARY:	Min. (1) \$25.07 - Max (18) \$46.30

SUMMARY OF THE POSITION

Person who analyzes the needs, conceives of and applies professional techniques in the field of administrative methods and systems, in order to improve service delivery.

FUNCTIONS:

- Contributes to the effective and efficient daily operational functioning and general administration of the Federal Programs and Services as directed by her/his supervisor, and contributes to the administrative management” of policies, information, files, actions and meetings.
- Assesses the administrative needs for supporting the Federal Programs and Services administration function and recommends, develops, establishes and maintains an appropriate administrative system to:
 - a) carry out an assessment of administrative needs and capabilities, by gathering data and information, and compiling and analyzing such;
 - b) maintain the file of each project including protocols, approvals, and agreements of all types including contracts and federal budgets.
- Assesses the reporting needs to support the Federal Programs and Services administration function and recommends, develops, establishes and carries out appropriate reporting to:
 - a) report on federal budgets;
 - b) prepare the Annual Reports on federal programs and services;
 - c) prepare the quarterly reports to the Executive/Board of Directors.
- Provides administrative support to the Coordinator of Federal Programs and Service, and the Core Working Group, with responsibility for:
 - a) keeping minutes and assuring follow-up of items from the minutes;
 - b) ensuring that each project follows the appropriate steps.
- Support the development and monitoring of annual budgets, compiles variance reports and recommends mid-year adjustments.
- Participates in the circulation of information between the Federal Program and Services and the organization, and externally.
- Collaborates in the provision and analysis of statistics, indicators, performance measures and dashboards, and the gathering and compilation of the financial analysis of the organization's activities and produces various types of reports.
- Provides administrative professional and technical support, advice, and assistance to the organization for her/his specific function, such as the:
 - a) maintenance, gathering, compilation, analysis and reporting of generic data and information;
 - b) provision of technical support in the form of information related to administrative methods, data and other analysis, reporting, and other funders' requirements and formats for the different types of proposals and reports;



- Contributes to the tracking and follow-up of the deadlines for reports, completed files and actions, arising from the committees and meetings.
- Represents the organization at meetings upon the request of her/his supervisor.
- Participates in Core Working Group and supports the committee, as directed.
- Collaborates and communicates with all other departments
- Provides good “customer service” to all people and departments
- Ensures the carrying out of her or his duties according to the organization's procedures and guidelines in order to provide quality services.
- Carries out any other related tasks upon the request of her/his supervisor.

REQUIREMENTS

Education:

- Bachelor of Science degree in Administration, Human science, Social Sciences or other relevant academic discipline.

Experience:

- Three (3) years of appropriate administrative experience in similar responsibilities;
- Experience in health informatics (asset)

KNOWLEDGE REQUIREMENTS

- Holder of Traditional Eenu/Eeyou Knowledge, at a level appropriate to program development-planning;
- Strong knowledge of Cree culture and language, and social/Health issues in Eeyou Istchee;
- Knowledge of current First Nation, trends and issues, across the country;
- Knowledge of MSSS and funders; administrative regulations, their Network and programs, and current trends;
- Ability in the identification and analysis of the administrative systems needs in “a blended federal/provincial funding context”
- Knowledge of administrative methods and techniques, budget management, data analysis, reporting and information systems;
- Ability in administrative procedures and program planning and monitoring, including the development of policies and program manuals and administrative quality assurances systems;
- Good professional record in administrative systems in a similar type of environment;
- Strong knowledge software of Virtuo
- Excellent computer literacy;
- Excellent leadership and teamwork skills;
- Excellent communication skills, both written
- Ability in office and research-related computer applications;
- Excellent critical thinking, organizational and decision-making skills;
- Willing to travel;

LANGUAGE

- Fluent in English;
- Fluency in the third language is an asset.

The selection process will include the administration of the following tests:
Excel, word and PowerPoint. The pass mark for each test is 60%.

POSTING START/END DATE:	2022/08/04 – 2022/08/18
POSITIONS AVAILABLE:	1
HOUSING PROVIDED:	Yes
SHIFT TYPE:	Day
HOURS PER DAY/WEEK:	7.00 / 35.00



HOW TO APPLY

To apply, please forward your resume to:

Cree Board of Health & Social Services of James Bay

Tel 514-861-5955 / **Fax** 514-989-7495

Email jobs.reg18@ssss.gouv.qc.ca

With your application, please make sure to specify the Posting # and the Job title on which you wish to apply.

WE THANK ALL CANDIDATES WHO APPLY, HOWEVER ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

NOTES

In accordance with various Sections of the James Bay and Northern Quebec Agreement (JBNQA), the organization has the objective of staffing all of its positions with qualified and competent beneficiaries of the JBNQA.