



Serving GOVERNMENT, serving CANADIANS.

The Government of Canada is committed to a renewed relationship based on the 7 Grandfather teachings with Wasauksing First Nations. This relationship will be based on the recognition of indigenous rights, respect, co-operation, and partnership. Public Service Procurement Canada (PSPC), Indigenous Services Canada (ISC) and Wasauksing First Nations (WFN) are committed to advancing the strong relationship we have built and jointly work towards creating unique opportunities in the areas of procurement and in the federal government employment sector to directly benefit the community members.

There are a number of ongoing projects in the area of infrastructure and capital maintenance, supporting the Historic Wasauksing Swing Bridge operations for critical connectivity to the community. PSPC and ISC are honoured to be partnering with WFN to hire talent from the local community to oversee the construction projects. Our intent is to hire local talent and work together developing mutually beneficial skills and broadening our knowledge and collective work experience. This will support WFN ability to have a competitive edge when it comes to planning and delivering construction projects in their community. This position will coordinate with contractors and consult with local authorities following PSPC processes to manage project schedules, budgets and risks.

At PSPC, we are committed to achieving a competent, representative workforce that reflects the diversity of the Canadian population. We work hard to create a welcoming, respectful and inclusive workplace through a variety of programs and initiatives. While many programs and initiatives have already been implemented in line with our commitments to diversity and inclusion, we aim to get better! That's why we invite you to be part of the change by joining an organization where individual differences are recognized, valued and respected.

**EMPLOYMENT OPPORTUNITY**  
**- For the Wasauksing First Nation Residents -**

**Department:** Public Service and Procurement Canada

**Job Title:** Project Coordinator (EG-04)

**Number of Positions:** 1 (Two Years Full Time)

**Job Category:** Project Management

**Apply by:** October 1, 2021

**Starting Salary:** \$63,720 (salary range \$63,720 - \$77,523)

**Duties and Responsibilities:** A detailed-oriented individual that will work together with Consultants and Contractors for tendering processes, contract specifications, and project requirements. You will also provide project support in all aspects of the project management process and assist in coordinating construction projects with PSPC's Project Managers, Senior Project Manager, and Regional Manager of Project Management. The Project Coordinator is required to assist in the quality assurance reviews during construction and engagement with local community members. The Project Coordinator will also incorporate health and safety guidelines and procedures in on-site construction work and planning processes.

**Requirements of the position are:**

- Proficient in the English Language
- Graduation with a diploma or degree from a recognized post secondary institution in architectural technology or engineering technology in a discipline related to real property such as civil, structural, mechanical or electrical.
- Experience of approximately two years in project management of construction projects or programs.
- Experience of approximately one year working with project financials that may include budgets, estimates, forecasting and schedules.

It is an asset if the candidate possesses (1) Experience in the use of computer software such as Microsoft Office and/or other automated systems such as project management software, SAP and AutoCAD software and (2) Experience of approximately one year in the development of project and contract documents for construction projects.

**Candidates that meet the above qualifications, will be assessed further on the following:**

- Knowledge of real property project management practices, including budget, schedule and scope management.
- Knowledge of design and construction documentation and processes.
- Demonstrating integrity and respect
- Working Effectively with Others
- Client Service\* (see note below)
- Written Communication
- Oral Communication

\*Client Service entails ensuring to deliver high-quality service through fostering strong, positive, proactive client relationships. The incumbent listen actively to clients, demonstrate an understanding of client needs, and foster effective two-way communication and resolves client service issues, including urgent ones, in a timely manner. Prioritizes own work to meet client needs within agreed and sometimes tight timelines.

**Additional requirements of the position include:**

1. Willing and able to work overtime, as required.
2. Willing and able to travel, as required.
3. Willing and able to enter construction sites, as required.
4. Government of Canada Security Clearance: Reliability Status
5. Possession of a valid driver's license or personal mobility to the extent normally associated with the possession of a driver's license.

*To be considered for this position, please send your resume to [rosa.iaboni@pwgsc-tpsgc.gc.ca](mailto:rosa.iaboni@pwgsc-tpsgc.gc.ca) by October 1, 2021. Your resume should include details on how you meet the education and experience requirements noted above. Only candidates that will be assessed further, will be contacted.*