

Administrative Officer

The National Inquiry into Missing and Murdered Indigenous Women and Girls (the “National Inquiry”) is looking for an experienced individual to fill the position of **Administrative Officer**.

The National Inquiry is entirely independent from the federal government and employees are appointed on a term basis. We are committed to having a highly skilled and well-represented Indigenous workforce. We strongly encourage candidates to self-identify as belonging to Indigenous Peoples.

Key Activities – Duties

Provides advice, services and delivers on administrative functions relating to the provisions of acquisition (procurement) of goods, services and contracting.

Qualifications

Language Requirements:

- English essential
- Fluency in oral and written English and French is an asset

Education:

- Successful completion of secondary school education.

Experience:

- Experience analyzing procurement requirements and providing services to clients on all aspects of the procurement process.
- Experience in organizing service contracts.
- Experience in the management of inventory, and disposal of fixed assets.

Knowledge:

- Knowledge of procurement in the Federal Government (e.g. policies, guidelines and/or procedures).
- Knowledge of Material Management procedures.
- Knowledge of contracting in the Federal Government (e.g. policies, guidelines and/or procedures).

Skills and Abilities:

- Ability to analyze requirements in order to select the appropriate method of supply.

- Ability to administer procurement activities.
- Ability to communicate effectively orally and in writing.

Competencies:

- Effective interpersonal skills
- Team work
- Client Service oriented
- Action management

Conditions of Employment

- Willing to work overtime on occasion.
- Willing to travel on occasion.
- Secret security clearance.

Location of Employment

- National Capital Region

Rate of Pay

- \$57,430 to \$66,324 (AS-02/03)

As per the Canadian Human Rights Commission's [Aboriginal Employment Preference Policy](#), the National Inquiry into Missing and Murdered Indigenous Women and Girls seeks to promote the employment of Indigenous Peoples *as its primary purpose is to serve the needs of Aboriginal people*.

Interested candidates are invited to submit their cover letter and resume to careers@mmiwg-ffada.ca by **February 15th, 2019**. In the subject line, please indicate "**Administrative Officer**". Your cover letter should clearly demonstrate how you meet the language, education and experience requirements for this position.

We thank you for your interest in working for the National Inquiry. Only those selected for further consideration will be contacted.