

INFORMATION TECHNOLOGY MANAGER

Authority

The Information Technology Manager works under the Director of Operations' supervisory function, who reports directly to the Executive Director.

Purpose

The Information Technology Manager will provide leadership and facilitate IT services. This position is accountable for planning, organizing, and implementing IT systems, training IT systems and projects for First Nation schools and the organization. The IT Manager provides direction for security systems and oversight of internal and external policy compliance. A demonstrated respect for First Nations knowledge, languages and cultures; and fluency in a First Nations Language is desirable for this position.

Specific Responsibilities

- Leading and overseeing IT staff and supporting them in their work;
- Ensure that the approved work plan is implemented and executed according to the needs of the organization;
- Provide quarterly and annual status reports;
- Oversee the departmental budget and procurement of all related equipment and contracts;
- Develop technical documents and procedure manuals for the use of the IT systems in conjunction with the Director of Operations;
- Monitor internal procedures;
- Identify and manage project issues and risks;
- Develop and implement a data management policy and implementation plan;
- Maintain internal communication strategies;
- Coordinate ongoing training and support to staff during the implementation phase of the new IT systems;
- Develop and monitor compliance with a company-wide data protection policy;
- Keep up to date with legal and regulatory requirements for data protection.

Qualifications

Education & Experience

- Bachelor's degree in Computer Science, Business or Management or related field of study is required or sufficient experience in the role;
- Must have at least three years of experience effectively leading and managing Information Technology related projects;

- Five years of operational experience in leading technical staff in the design, planning, and implementation of systems applications, including experience in mainframe, web, and database administration technologies is preferred;
- Must have strong project leadership skills and possess strong interpersonal, communication, facilitation, and negotiation skills; including conflict resolution, team building, problem-solving, and decision making;
- Must have excellent group facilitation and teambuilding skills in technical & business troubleshooting and problem-solving;
- Excellent oral and written communication skills;
- Strong time management and organizational skills and the ability to work under pressure;
- Ability to handle and prioritize multiple tasks and meet all deadlines;
- Professional behaviors that personify strong work ethics;
- Ability to work independently and as a member of a multi-disciplinary team of professionals in a respectful manner;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Ability to relate to and communicate with other professionals;
- Adhere to MFNERC policies and administrative procedures with specific attention to attendance and professional ethics;
- Appreciation and respect for First Nations education reform strategies;
- Ability to speak a First Nations Languages would be an asset;
- Possess a valid Class 5 Drivers License and willing to travel extensively to the project schools within First Nation communities in Manitoba.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by 4:00 p.m. on April 13, 2021 to:

Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: hr@mfnerc.com | Fax: 204.942.2490

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to qualified First Nations applicants; applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website at www.mfnerc.com