

IT Project Manager

Authority

The IT Project Manager works under the supervisory function of the Information Technology Manager.

Purpose

The IT Project Manager is accountable for planning, organizing, directing, and implementing I.T. projects that require detailed coordination across the organization and often with supporting project stakeholders (MFNERC business units and vendors). This position works closely with the IT Manager and the Director of Organizational Management & Technology to ensure project plans are developed and implemented closely aligned with strategic objectives of the MFNERC. This position will lead and facilitate assigned technical staff in accomplishing project tasks and will engage in technical brainstorming and solutions development to achieve outcomes that meet business requirements.

Specific Responsibilities

1. Ensure that the implementation plan is executed within the stated budget and timelines;
2. Provide status reports quarterly and annually;
3. Ensure all aspects of the internal procedures are document;
4. Provides direction over the general training and professional development;
5. Identify and manage project issues and risks;
6. Develop and document new procedures as they arise;
7. Communicate to staff new and revised procedures;
8. Document current and target states;
9. Assist with scheduling of Technicians, System Administrators, Users and Vendor;
10. Assist with deployment of technologies and servers.

Qualifications

Education & Experience

- Bachelor's degree in Computer Science, Business or Management or related field of study is required;
- Must have at least 3 years of experience effectively leading and managing Information Technology related projects;
- Current PMP certification is desired (Agile, Prince also acceptable);
- Experience in business process automation and enterprise content management;
- Strong project leadership skills and strong interpersonal, communication, facilitation and negotiation skills. This includes conflict resolution, teambuilding, problem solving and decision making;

- Specific expertise or experience managing personnel in the following disciplines is preferred;
 - Must have excellent group facilitation and teambuilding skills in technical and business troubleshooting and problem solving
 - Must have strong skills utilizing project management software
- Operational experience in leading technical staff in design, planning and implementation of systems applications including experience in web and database administration technologies is preferred;
- 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 speak a First Nations Languages would be an asset;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Ability to travel to First Nation communities within 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. **Friday, September 9, 2022** to:

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

We thank all who apply, however, only those selected for an interview will be contacted. MFNERC has implemented a mandatory COVID-19 Vaccination Policy for all employees. Successful candidates will be required to show proof of the vaccination. Preference will be given to Indigenous people and 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

Posted: August 26, 2022