

Education, Skills and Knowledge Requirements by Category

When preparing candidates for FIN Program selection, please ensure that they only apply to categories for which they are qualified and that are available in their location. Please note that the criteria stated below are subject to change.

Candidates can apply to any number of categories for which they qualify and that are available in your location. Candidates will be screened out if they apply to job categories outside their designated geographical location.

Category	Mandatory Education Requirement	Optional Education Requirement	Skills and Knowledge
Administrative Officer (AS-01) <u>Ottawa/Gatineau Area and WUSC only</u>	Secondary school diploma	University Degree (Bachelor) or College Diploma	Essential (mandatory): <ul style="list-style-type: none"> ❖ Experience providing administrative support services in at least three of the following: Coordinating incoming and outgoing correspondence, managing calendars, scheduling and organizing teleconferences, videoconferences, meetings, or events, note taking, making travel arrangements, and/or setting up and maintaining filing systems. ❖ Experience using Microsoft Office including, Word, Excel, Outlook, and PowerPoint or equivalent software. ❖ Experience formatting, developing and/or distributing various documents. ❖ Knowledge of administrative support services. ❖ Knowledge of filing methods. Assets (not mandatory): <ul style="list-style-type: none"> ❖ Experience maintaining a database or spreadsheets or generating reports. ❖ Experience tracking projects or files.

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Category	Mandatory Education Requirement	Optional Education Requirement	Skills and Knowledge
			<ul style="list-style-type: none"> ❖ Experience providing guidance to clients. ❖ Experience assisting a manager or a director in an office setting. ❖ Experience in event planning. ❖ Experience providing financial services, including but not limited to invoice processing. ❖ Experience coordinating access to information (ATIP) requests.
Administrative Clerk (CR-05) <u>All locations</u>	Secondary school diploma	University Degree (Bachelor) or College Diploma	Essential (mandatory): <ul style="list-style-type: none"> ❖ Experience providing clerical support services and/or dealing with the public to provide basic information. ❖ Experience in file set up and records management. ❖ Experience using Microsoft Office including, Word, Outlook, and PowerPoint or equivalent software. ❖ Experience formatting, developing and/or distributing various documents. ❖ Knowledge of clerical support services. Assets (not mandatory): <ul style="list-style-type: none"> ❖ Experience in using database software (such as: Microsoft Excel and/or Microsoft Access) to develop spreadsheets using formulas. ❖ Experience providing administrative support in finance. ❖ Experience in making travel arrangements in a working environment.

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			<ul style="list-style-type: none"> ❖ Experience in event planning, filing, and managing calendars. ❖ Experience in processing invoices. ❖ Experience in assisting a manager or a director in an office setting. ❖ Experience in providing training in a classroom environment. ❖ Experience in coding related to surveys using a classification system. ❖ Experience in supporting survey/questionnaire development. ❖ Experience in a distribution center, including tasks related to shipping, handling and/or tracking systems.
<p>Computer Systems, Programmer, IT Application Development</p> <p>(CS-01)</p> <p><u>Ottawa/Gatineau, the Greater Toronto Area, Victoria, and WUSC</u></p>	<p>Successful completion of two years of an acceptable post-secondary educational program in computer science, information technology, information management or another specialty relevant to the position to be staffed.</p>	<p>Bachelor's degree in one of the following: Computer Science, Computer Engineering, Computer Programming, Computer Technician, Information Management, Information Systems, Information Technology, Management Information Systems, Software Development and Engineering, Systems Science and Analysis or Web Development and Design.</p>	<p>Essential (mandatory):</p> <ul style="list-style-type: none"> ❖ Experience as a Programmer/Analyst in a systems development environment with one of the following programming languages: Visual Basic, JAVA, C or C++, SQL, .Net involving logic development, coding and testing. ❖ Experience gathering, analyzing, and documenting IM/IT requirements. ❖ Experience with Javascript and HTML/XML. ❖ Knowledge of design, development and implementation of application software on one or more platforms.

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Category	Mandatory Education Requirement	Optional Education Requirement	Skills and Knowledge
			Assets (not mandatory): <ul style="list-style-type: none"> ❖ Experience in web content management and development. ❖ Experience in development and maintenance of web applications. ❖ Experience in leading activities on a multidisciplinary IM/IT project team. ❖ Experience developing, querying or interacting with Web Services (REST or SOAP). ❖ Experience with the UNIX/Linux operating system.
Computer Systems, IT Technician, Infrastructure/Operations Support (CS-01) <u>Ottawa/Gatineau, the Greater Toronto Area, Victoria, and WUSC</u>	Successful completion of two years of an acceptable post-secondary educational program in computer science, information technology, information management or another specialty relevant to the position to be staffed.	Bachelor's degree in one of the following: Computer Science, Computer Engineering, Computer Programming, Computer Technician, Information Management, Information Systems, Information Technology, Management Information Systems, Software Development and Engineering, Systems Science and Analysis or Web Development and Design.	Essential (mandatory): <ul style="list-style-type: none"> ❖ Experience in the development, delivery and support of IM/IT infrastructure. ❖ Experience analyzing business/client requirements. ❖ Experience providing support to IM/IT activities or projects for multiple clients. ❖ Experience installing, configuring and troubleshooting servers, and desktop computers. ❖ Experience installing, configuring and troubleshooting local area networks. ❖ Knowledge to support two or more of the following: enterprise servers; web servers; storage devices and systems; personal computers; hardware and software; directory services; or database administration (as a DBA).

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			Assets (not mandatory): <ul style="list-style-type: none"> ❖ Experience in web content management and development. ❖ Experience with Unix/Linux operation systems.
Computer Systems, Program Tester, Quality Assurance <u>(CS-01)</u> <u>Ottawa/Gatineau, the Greater Toronto Area, Victoria, and WUSC</u>	Successful completion of two years of an acceptable post-secondary educational program in computer science, information technology, information management or another specialty relevant to the position to be staffed.	Bachelor's degree in one of the following: Computer Science, Computer Engineering, Computer Programming, Computer Technician, Information Management, Information Systems, Information Technology, Management Information Systems, Software Development and Engineering, Systems Science and Analysis or Web Development and Design.	Essential (mandatory): <ul style="list-style-type: none"> ❖ Experience in at least one of the following: functional, integration, systems, regression, load and automated testing practices and techniques. ❖ Knowledge to perform testing of software and/or hardware using a systematic approach (i.e. the orderly progression of testing in which software and/or hardware elements are combined and tested until the entire system has been integrated). Assets (not mandatory): <ul style="list-style-type: none"> ❖ Experience in the testing of web content and web applications, including web content accessibility guidelines (WCAG) and usability. ❖ Experience with automated testing tools. ❖ Experience with web content management systems, issue tracking software or wikis.
Policy Analyst/ Economic Analyst <u>(EC-02)</u> <u>Ottawa/Gatineau Area and WUSC only</u>	Graduation with a degree from a university with acceptable specialization in Economics, Sociology or Statistics	Bachelor's degree from a recognized University in one of the following fields: Sociology, Statistics, Economics, Public	Essential (mandatory): <ul style="list-style-type: none"> ❖ Experience writing various reports or preparing briefing materials. ❖ Experience researching, analyzing and synthesizing information.

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	<p>NOTE: Applicants must always have a university degree. The courses for the specialization do not necessarily have to be part of a degree program in the required specialization. Applicants must indicate in the applications how they meet these criteria.</p>	<p>Administration, Political Science, International Relations International Development or Law and other applicable disciplines.</p> <p>Master's degree from a recognized university in one of the following areas: Sociology, Statistics, Economics, Public Administration, Political Science, International Relations International Development, Law and other applicable disciplines.</p>	<ul style="list-style-type: none"> ✦ Experience working with clients, stakeholders or partners in an office or school environment. ✦ Experience using Microsoft Office including, Word, Excel, Outlook, and PowerPoint or equivalent software. ✦ Knowledge of policy development process. <p>Assets (not mandatory):</p> <ul style="list-style-type: none"> ✦ Experience providing policy recommendations to management. ✦ Experience working on immigration and/or refugee and/or citizenship policy issues. ✦ Experience working on social or labour market policy issues such as labour market integration, student loans, pensions, employment programs etc. ✦ Experience working on healthcare policy issues. ✦ Experience using statistical software, such as SPSS (Statistical Package for the Social Sciences). ✦ Experience working with SAS and/or Stata. ✦ Experience producing statistics using large administrative and/or survey data sets. ✦ Knowledge of quantitative and qualitative research methods.

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Program Officer (PM-02) <u>All locations</u>	Graduation with a degree from a recognized university or an acceptable combination of training, experience or education related to the position.	Master's degree from a recognized university	<p>Essential (mandatory):</p> <ul style="list-style-type: none"> ❖ Experience researching, analyzing and synthesizing information. ❖ Experience participating on project teams or in work groups in an office or school environment. ❖ Experience providing administrative support for projects in an office or school environment. ❖ Experience using Microsoft Word, Microsoft Excel, and PowerPoint or equivalent software. ❖ Experience working with clients, stakeholders, or partners in an office or school environment. ❖ Knowledge of project planning. <p>Assets(not mandatory):</p> <ul style="list-style-type: none"> ❖ Experience providing recommendations to management. ❖ Experience working on immigration and/or refugee and/or citizenship programs. ❖ Experience working on social and/or labour market programs (such as, labour market integration, student loans, pensions, employment programs, etc.) ❖ Experience in project management. ❖ Experience in customer service or in sales environment. ❖ Experience in research or analysis or development of policy related to public safety (such as, Emergency management, Policing, Crime prevention or National Security). ❖ Experience with Grants and Contributions.