

**These are the types of positions available through the FIN Program:**

Category	Essential (mandatory) Education Requirement	Asset (not mandatory) Education Requirement	Skills and Knowledge
Administrative Officer ( <a href="#">AS-01</a> )  <u><b>Ottawa/Gatineau Area and WUSC only</b></u>	Secondary school diploma	University Degree (Bachelor) or College Diploma	<p>Essential (mandatory):</p> <ul style="list-style-type: none"> <li>❖ 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.</li> <li>❖ Experience using Microsoft Office including, Word, Outlook, and PowerPoint or equivalent software.</li> <li>❖ Experience formatting, developing and/or distributing various documents.</li> <li>❖ Knowledge of administrative support services.</li> <li>❖ Knowledge of filing methods.</li> </ul> <p>Assets (not mandatory):</p> <ul style="list-style-type: none"> <li>❖ Experience assisting a manager or a director in an office setting</li> <li>❖ Experience providing guidance to clients</li> <li>❖ Experience in planning events such as meetings, seminars or training sessions</li> <li>❖ Experience tracking projects or files</li> <li>❖ Experience in providing administrative support related to projects and/or initiatives (such as coordinating tasks and monitoring progress)</li> </ul>

Category	Essential (mandatory) Education Requirement	Asset (not mandatory) Education Requirement	Skills and Knowledge
			<ul style="list-style-type: none"> <li>❖ Experience in initiating requests, preparing, and/or tracking documentation related to human resources and/or finance-related requests</li> <li>❖ Experience in providing financial support services (such as preparing cost estimates, invoice processing, budgeting or contracting)</li> <li>❖ Experience maintaining a database or spreadsheets or generating reports</li> <li>❖ Experience coordinating access to information (ATIP) requests</li> </ul>
<p>Administrative Clerk (<a href="#">CR-05</a>)</p> <p><b><u>All locations</u></b></p>	<p>Successful completion of two years of secondary school</p>	<ul style="list-style-type: none"> <li>❖ Secondary School Diploma</li> <li>❖ University Degree (Bachelor) or College Diploma</li> </ul>	<p>Essential (mandatory):</p> <ul style="list-style-type: none"> <li>❖ Experience providing clerical support services and/or dealing with the public to provide basic information.</li> <li>❖ Experience in file set up and records management.</li> <li>❖ Experience using Microsoft Office including, Word, Outlook, and PowerPoint or equivalent software.</li> <li>❖ Experience formatting, developing and/or distributing various documents.</li> <li>❖ Knowledge of clerical support services.</li> </ul> <p>Assets (not mandatory):</p> <ul style="list-style-type: none"> <li>❖ Experience in assisting a manager or director in an office setting</li> <li>❖ Experience in managing calendars and preparing materials for meetings</li> <li>❖ Experience in making travel arrangements and processing travel claims in a work environment</li> </ul>

<b>Category</b>	<b>Essential (mandatory) Education Requirement</b>	<b>Asset (not mandatory) Education Requirement</b>	<b>Skills and Knowledge</b>
			<ul style="list-style-type: none"> <li>❖ Experience in providing administrative support related to projects and/or initiatives (such as coordinating tasks and monitoring progress)</li> <li>❖ Experience in providing administrative support in human resources and/or finance</li> <li>❖ Experience in initiating requests, preparing, and/or tracking documentation related to human resources and/or finance</li> <li>❖ Experience in providing financial support services such as recording financial transactions, calculating payments, preparing cost estimates, invoice processing, budgeting or contracting</li> <li>❖ Experience in entering data into computerized database systems (such as Microsoft Excel, Microsoft Access and/or equivalent)</li> <li>❖ Experience in developing spreadsheets using formulas in computerized systems (such as Microsoft Excel, Microsoft Access and/or equivalent)</li> <li>❖ Experience in conducting searches in databases, procedures documents, legal documents or archives</li> <li>❖ Experience in supporting survey/questionnaire development and/or coding related to surveys using a classification system</li> <li>❖ Experience in reviewing, analyzing and extracting information from various files</li> <li>❖ Experience in a distribution centre, including tasks related to shipping, handling and/or tracking systems</li> <li>❖ Experience working within a production-based office environment with high volume as well as established production targets</li> </ul>

Category	Essential (mandatory) Education Requirement	Asset (not mandatory) Education Requirement	Skills and Knowledge
<p>Computer Systems, Programmer, IT Application Development</p> <p><a href="#">(CS-01)</a></p> <p><b><u>Ottawa/Gatineau, the Greater Toronto Area, Victoria, and WUSC</u></b></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"> <li>❖ Experience as an IT Analyst or IT Programmer 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.</li> <li>❖ Experience gathering, analyzing, and documenting IM/IT requirements.</li> <li>❖ Experience with Javascript and HTML/XML.</li> <li>❖ Knowledge of design, development and implementation of application software on one or more platforms.</li> </ul> <p>Assets (not mandatory):</p> <ul style="list-style-type: none"> <li>❖ Experience in web content management and development</li> <li>❖ Experience in development and maintenance of web applications</li> <li>❖ Experience in leading activities on a multidisciplinary IM/IT project team</li> <li>❖ Experience developing, querying or interacting with Web Services (REST or SOAP)</li> <li>❖ Experience with the UNIX/Linux operating system</li> <li>❖ Experience in the development of technical requirements to meet business or client needs</li> <li>❖ Experience in the application of IT security to compute systems architecture</li> <li>❖ Experience with statistical processing, methods, analysis, or systems using tools such as SAS, SPSS, or R</li> </ul>

Category	Essential (mandatory) Education Requirement	Asset (not mandatory) Education Requirement	Skills and Knowledge
			<ul style="list-style-type: none"> <li>❖ Experience in applying the methods, practices, and policies used in the design and management of databases using software such as oracle and/or Microsoft SQL Server database management systems</li> <li>❖ Experience with OpenText CS2010/GC Docs or Livelink</li> <li>❖ Experience in Geographical Information Systems (GIS)</li> <li>❖ Experience working with clients</li> <li>❖ Experience with User Experience Design Experience</li> <li>❖ Experience with UX</li> <li>❖ Experience with business analysis</li> <li>❖ Experience working in a mainframe or distributed environment</li> <li>❖ Experience with Cobol</li> </ul>
<p>Computer Systems, IT Technician, Infrastructure/Operations Support</p> <p><a href="#">(CS-01)</a></p> <p><b><u>Ottawa/Gatineau, the Greater Toronto Area, Victoria, and WUSC</u></b></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</p>	<p>Essential (mandatory):</p> <ul style="list-style-type: none"> <li>❖ Experience in the development, delivery and support of IM/IT infrastructure.</li> <li>❖ Experience analyzing business/client requirements.</li> <li>❖ Experience providing support to IM/IT activities or projects for multiple clients.</li> <li>❖ Experience installing, configuring and troubleshooting servers, and desktop computers.</li> <li>❖ Experience installing, configuring and troubleshooting local area networks.</li> <li>❖ 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 Database Architect or Database Analyst).</li> </ul> <p>Assets (not mandatory):</p>

Category	Essential (mandatory) Education Requirement	Asset (not mandatory) Education Requirement	Skills and Knowledge
		or Web Development and Design.	<ul style="list-style-type: none"> <li>❖ Experience in web content management and development.</li> <li>❖ Experience with Unix/Linux operation systems.</li> </ul>
<p>Computer Systems, Program Tester, Quality Assurance</p> <p><a href="#">(CS-01)</a></p> <p><b><u>Ottawa/Gatineau, the Greater Toronto Area, Victoria, and WUSC</u></b></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"> <li>❖ Experience in at least one of the following: functional, integration, systems, regression, load and automated testing practices and techniques.</li> <li>❖ 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).</li> </ul> <p>Assets (not mandatory):</p> <ul style="list-style-type: none"> <li>❖ Experience in the testing of web content and web applications, including web content accessibility guidelines (WCAG) and usability.</li> <li>❖ Experience with automated testing tools.</li> <li>❖ Experience with web content management systems, issue tracking software or wikis.</li> </ul>
<p>Policy Analyst/Economic Analyst</p> <p><a href="#">(EC-02)</a></p>	<p>Graduation with a degree from a university with</p>	<p>Bachelor's degree from a recognized University in one of</p>	<p>Essential (mandatory):</p> <ul style="list-style-type: none"> <li>❖ Experience writing various reports or preparing briefing materials.</li> <li>❖ Experience researching, analyzing and synthesizing information.</li> </ul>

Category	Essential (mandatory) Education Requirement	Asset (not mandatory) Education Requirement	Skills and Knowledge
<p><b><u>Ottawa/Gatineau Area and WUSC only</u></b></p>	<p>acceptable specialization in Economics, Sociology or Statistics</p> <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>the following fields: Sociology, Statistics, Economics, Public 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"> <li>❖ Experience working with clients, stakeholders or partners in an office or school environment.</li> <li>❖ Experience using Microsoft Office including, Word, Excel, Outlook, and PowerPoint or equivalent software.</li> <li>❖ Knowledge of policy development process.</li> </ul> <p>Assets (not mandatory):</p> <ul style="list-style-type: none"> <li>❖ Experience in using quantitative or qualitative research methods</li> <li>❖ Experience in providing briefings, presentations, or recommendations to management</li> <li>❖ Experience in working on immigration, labour market, healthcare policy, or social policy issues</li> <li>❖ Experience in performance measurement and/or evaluation</li> <li>❖ Experience in analyzing social, demographic, economic, business, financial or environmental data</li> <li>❖ Experience in collecting, organizing, extracting, manipulating, maintaining, reviewing, and/or updating data in a structured dataset, database, or spreadsheet using software such as, but not limited to, Excel, Access, HRML, XML, Blaise, CAPSS, Beyond 20/20, FAME</li> <li>❖ Experience in using statistical software, such as SAS, SPSS (Statistical Package for the Social Sciences), STATA, or other similar analytical software packages</li> <li>❖ Experience using “Big Data” analysis techniques (e.g. distributed computing, data mining, data visualisation)</li> <li>❖ Experience in Desktop publishing or producing graphics (e.g. charts, graphs, maps, figures)</li> </ul>

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



