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Grand Council of the Crees (Eeyou Istchee)
Grand Conseil des Cris (Eeyou Istchee)

ΔΑΑΰ ΝΥΑΰΰΰΰΰ
Cree Nation Government
Gouvernement de la Nation Crie

Job Posting

Career Opportunity: Documentation Technician

Department: Government and Support Services
Salary Grade 3: (Min. \$40,294.00 – Max. \$53,792.00)

Location: Ottawa
Status: Permanent

Core Functions

Under the general direction of the Deputy Executive Director and the supervision of the Records and Information Management (RIM) Coordinator, the Documentation Technician is responsible for the set-up and maintenance of the Documentation Center and the management of electronic records.

Documentation Center Responsibilities

- Assist in the creation of policies and the directives regarding the management of documents and archives.
- Perform an inventory, organize and maintain paper-based and electronic records and documents.
- Participate in the appraisal of documents and/or other items set for transfer and/or destruction.
- Proactively examine and adapt conditions in the physical environment to reduce risk and preserve the integrity of records.
- Assist in the intellectual treatment of documents and records (classification and indexing) and assist in the compliance of the access-to-information policy.
- Track and control records circulation and retention schedule.
- Coordinate the transfer and disposition of records to and from all departments/program areas and the records center/archive.
- Acquire records and conduct research via Internet services.

Record Responsibilities

- Aid in the implementation and maintenance of the Information Management System (IMS).
- Maintain electronic and manual records inventories for all GCC/CNG records (active, semi-active, inactive, and Archive).
- Assist in directing, designing, developing, and recommending manual and/or automated records filing and retrieval.
- Scan and archive all the documents on an ongoing basis using the Information Management System (IMS).



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Administrative Responsibilities

- Provide support to the staff in general in the completion of their duties and responsibilities as related to RIM.
- Respond to and resolve any inquiries and complaints as it pertains to record keeping and information management and/or archives.
- Facilitate the use of the Documentation Center by preparing information aids and provide assistance to staff members and the general public in obtaining information held by the Documentation Center.
- Perform other related tasks as requested by the Deputy Executive Director.

Other Responsibilities

- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

Education

- Bachelor of Arts Degree including specialized courses in Library Science.

Experience

- Four to six years of relevant work experience.
- Experience in archiving and/or information management.

Language

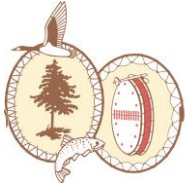
- Written knowledge of English.
- Fluency in Cree and English.
- Fluency in French is an asset.

Knowledge and Abilities

- Requires thorough knowledge of Archives and Records Management standards, guidelines, best practices and relevant legislation.
- Requires thorough knowledge of relevant records and information management technology applications for records retention and retention guidelines.
- Good communication and interpersonal skills.
- Good organizational skills and ability to coordinate multiple tasks and respect deadlines.
- Ability to work well both independently and in a team environment.
- Knowledge of Microsoft Office.

Additional Requirements

- Typical office setting.
- Ability to lift up to 10kg.



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The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

Application Period

From March 13, 2020 to March 30, 2020

Application

Your application must be sent by email with the competition number: **ECN-200304-1**

Valerie Mianscum
Recruitment Officer
Email: hr@cngov.ca
Tel.: 819-673-2600