

**Were you a student who was previously employed in the Federal Public Service, through a student program such as the Federal Student Work Experience Program or Co-op/Internship Program or the Research Affiliate Program?**

**Have you completed your studies and are you looking for an exciting career in the Federal Public Service?**

**Do you want to be continuously challenged while constantly learning, in a fast paced, ever changing work environment?**

**If you answered yes to these questions, then the Department of Indigenous Services Canada has an exciting career opportunity for you!!**

**Job Description:**

**Student Bridge Employment Opportunity,**

Department of Indigenous Services Canada

Manitoba Region

200-365 Hargrave Street

Winnipeg, MB R3B 3A3

The Government of Canada has a student bridging mechanism. Participating in the Federal Government program does not guarantee future employment; however, the bridging mechanism is a staffing option provided to managers to facilitate the integration of students into positions in the federal public service after the completion of their education program. The hiring of a student through the co-op/internship programs may lead to temporary or permanent positions, if available, for which the student meets the merit criteria, and conditions of employment.

**Position Title:**

**Planning and Executive Services Assistant – CR04**

Planning and Executive Services Unit, Manitoba Regional Director General's Office

Indigenous Services Canada

Salary Range: \$50,821 to \$54,857

**Who we are and what we do:** The Government of Canada is working to advance reconciliation and renew the relationship with Indigenous peoples, based on recognition of rights, respect, cooperation and partnership. Indigenous Services Canada works collaboratively with partners to improve access to high quality services for Indigenous peoples.



**What we need:** The Planning and Executive Services Unit within the Regional Director General's Office of Indigenous Services Canada, Manitoba Region, is seeking a dynamic entry level team member to assist within the units various activities: providing support in the initial stages of Ministerial correspondence, briefing notes, Regional Director General meetings, and planning activities. This bridge opportunity will provide you with the opportunity of a term or indeterminate position that will assist you well in future career aspirations

**How to apply:** To apply for this opportunity, please submit a cover letter and resume no later than Tuesday, January 25, 2022 identifying your previous federal government student experience and date (or anticipated date) of graduation in order to establish your eligibility for a student bridge, and providing details on how you meet the following merit criteria, In order to be considered, your application must clearly explain how you meet the following (essential qualifications):

- Experience in preparing written material.
- Experience in researching information and preparing reports or documents.
- Experience in computer word processing, spreadsheet and email software
- Experience in a document management system.

If you meet the essential criteria, a further assessment of your qualifications and a virtual interview will be conducted. Please note that the following is a condition of employment for federal government employees: All employees of the core public administration are required to be fully vaccinated against COVID-19 and attest to their vaccination status unless accommodated based on a medical contraindication, religion, or another prohibited ground for discrimination as defined under the Canadian Human Rights Act. Government of Canada security clearance must be obtained in order to participate in this position. The Government of Canada reliability security clearance must be obtained in order to participate in this position. Preference will be given to Canadian citizens and permanent residents.

Please email your cover letter and application to Ms. Betty Jagodnik, Manager, Strategic Planning and Executive Services Unit, Indigenous Services-Manitoba Region at [Betty.Jagodnik@sac-isc.gc.ca](mailto:Betty.Jagodnik@sac-isc.gc.ca). Ms. Jagodnik can be reached at 204-470-8361 if you have require further information.



Indigenous Services  
Canada

Services aux  
Autochtones Canada

Canada