



Project Manager

Department: Treasury Board Secretariat

Location: Charlottetown / Hybrid Options within PEI

Position: Full-Time Position (Commencing Immediately for one year with possibility of extension)

Employment Type: [Temporary](#) - UPSE

Hourly Salary Range: \$38.37 - \$47.98

Annual Salary Range: \$74,822 - \$93,563

Pay Level: 19

Bi-Weekly Hours: 75.0 hours bi-weekly

Posting ID: 163838-0724TBTO

Closing Date: Tuesday, November 12, 2024 **5:00pm**

Open to: Public

The [Department of Finance](#) is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Equity, Diversity, and Inclusion Policy](#).

What we offer:

- Flexible working hours
- Hybrid options within PEI
- Health and dental benefits after 6 months
- Up to \$2,500 annual training funds
- 3 weeks paid vacation annually

Our Vision: Forward-looking people, service, and technology.

Our Mission: Our Team proudly delivers quality IT expertise and advice with our partners to make citizen and business-centric service possible.

The purpose of these positions is to ensure Government's success on new and existing initiatives by providing leadership, project management, resource management, technology/information management, contract/service level agreement- business analysis, performance measurement, version control, and change control.

Duties will include but are not limited to:

- Utilizing the standard project management methodology and tools of the Enterprise Project

- Management Office to define project plans and schedules, prepare effort and cost estimates, identify resources required, assign work for project teams, manage the execution of projects by controlling and monitoring; preparing Treasury Board submissions, operating budgets, negotiating contracts, and making recommendations;
- Planning, coordinating, and supporting information systems delivery and consultation services for new systems or enhancements within assigned Government Department/Agency;
 - Managing financial, human resources, and material resources for multi disciplinary projects;
 - Supervising the activities of staff during time spent on the project and providing this feedback as part of the Performance Management process;
 - Managing Requests for Information and Request For Proposals for potential new systems, technologies and resources;
 - Chairing and participating in various IT working groups;
 - Presenting concepts, and projects to senior management of Government, and client department leadership;
 - Other duties as required.

Minimum Qualifications:

- Graduation from university with a degree in Computer Science or a related field such as Business Administration supplemented with relevant course work (i.e. Public Administration, Management Development, Human Resources Development, Business Analysis) as well as training in project management;
- Extensive experience in the IT industry and specific knowledge and experience in the principles, techniques, and methods used to elicit, analyze, and document user requirements;
- Experience with Information Technology projects and contract management and project management; experience managing business systems acquisition, implementation, and support;
- Demonstrated equivalencies may be considered;
- Must be able to work independently and be highly self motivated and directed;
- Must be able to liaise with and elicit cooperation from a wide variety of sources; deal tactfully with employees and contractors who provide a broad spectrum of services; be persuasive, encouraging and diplomatic, with conflict resolution skills;
- Must have excellent presentation skills and communicate with confidence and efficiency to all levels of Government;
- Must be adept at conducting research; analyze and creatively problem solve; quickly understand an organization's goals and objectives;
- Must be able to communicate ideas in both technical and user-friendly language; actively listen; communicate well both orally and in written format; work collaboratively; effectively prioritize; and always maintain a customer service orientation;
- The successful applicant must provide a satisfactory Criminal Records Check prior to beginning employment;
- Applicants must have a good previous work and attendance record;
- Additional relevant education and experience will be considered an asset.

This competition may be used to fill future job vacancies.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.jobspei.ca. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.

No. 6 on Forbes' list of Canada's Best Employers 2024

The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.

SHAPE THE
Future