

Master of Public Administration Co-operative Education Job Posting

Program Administrator

52 Week Term

Digital And Technology Solutions

Labour, Consumer Protection and Government Services

10, 215 Garry St

Salary: \$25.45 per hour

Closing Date: 10 May 2022

About US

Digital And Technology Solutions (DTS) is the division of Department of Labour, Consumer Protection and Government Services focus on providing technology solutions and services to departments within the Manitoba government.

Qualifications

The successful candidate must have the following:

- Skill in identifying, defining and analyzing problems;
- Ability to work independently and manage a varied workload;
- Ability to work collaboratively and productively with others to achieve desired results;
- Excellent oral and written communication skills;
- Exhibit tact and judgment when working with highly confidential and sensitive information;
- Proficiency with Microsoft products, including Word and Excel
- Highly organized and detail-oriented
- Ability to write clearly and concisely for a varied audience.
- Strong presentation skills and comfortable presenting to senior staff.

Duties

The Program Administrator will be responsible for:

- Coordinate with departments stakeholders for IT projects.
- Project planning and analysis.
- Management of IT ticketing system.
- Documenting and proofreading IT business cases.
- Implementing process improvement enhancements.
- Developing and delivering process training for new and existing staff.
- Ensuring identified Service Level Expectations are delivering
- Run weekly reports and send to departments.

How to Apply

To apply, please address your cover letter and resume before end of day (4:00pm) on May 10, 2022 to the attention of:

Aayush Katkar, Technology Management, Manitoba Government
Aayush.Katkar@gov.mb.ca
(204) 793-1099
10, 215 Garry St

For further information contact:

Aayush Katkar, Technology Management, Manitoba Government
Aayush.Katkar@gov.mb.ca
(204) 793-1099