https://intscanada.com/job/intelligence-officer-toronto-montreal-and-burnaby/

??????????????????-Intelligence Officer: Toronto, Montreal and Burnaby

Hiring organization
INTS Consulting ?????????

Date posted
2023?7?28?

Description

Important

Do not discuss your application with others (including on social media) besides your partner, or close family members – who should also be reminded about the need to be discreet.

Important Message

Discover what an Intelligence Officer career opportunity, has to offer!

Virtual event on Thursday, August 3nd, 2023, from 02:00 p.m. to 03:00 p.m. EDT

Join us for our conversation with our bilingual HR professional and Hiring Managers — all ready to answer your questions.

Don’t miss this unique opportunity.

Open the door to our world!

Important

This career opportunity has a specific focus on attracting applicants identifying as a member of a racialized group or Indigenous Persons who reside in the Toronto, Montreal, or Burnaby area at the time of their appointment. Candidates need to reside in the Toronto, Montreal or Burnaby area at the time of their application and their appointment, if successful.

Closing Date

2023-08-07

Reference Number

23-968-08-063

Job Category

Entry Level

Who Can Apply

Canadian Citizens

Location

Toronto, Ontario

Montréal, Québec

Burnaby, British Columbia

Salary Range

$65,460 – $102,250
(Maximum $89, 970 during the developmental program. Salary under revision)

Status

Indeterminate (permanent)

Language Requirement

Bilingual – Non-Imperative (BBB/BBB)

Details below

Important Message

CSIS is committed to augmenting a workforce that is truly representative of the Canadians it serves by cultivating a diverse and inclusive workplace environment. This will be achieved by increasing employment equity group representation (including persons with disabilities, racialized groups, Indigenous peoples, and women) at all levels within the organization through hiring and talent management practices. We will also ensure that appropriate accommodations are made (e.g., specialized equipment, changes to physical workspace) where possible to provide employment opportunities for all qualified candidates.

This position requires a language requirement of Bilingual Non-Imperative (BBB/BBB). This means that successful candidates who do not meet the language requirement of BBB/BBB may be eligible for language training. Candidates will need to complete language training and meet the language requirements of the job (BBB/BBB) prior to attending the Ottawa-based Intelligence Officer Entry Training.

Candidates will be assessed by the Public Service Commission of Canada to determine their proficiency in French or English (their second official language). Further information regarding language requirements and assessment tools can be found on the Public Service Commission's Website: https://www.canada.ca/en/public-service-commission/jobs/services/gc-jobs/language-requirements-candidates.html

Job Summary

Successful candidates must have excellent interpersonal, analytical, and communications skills; they must be resilient and able to easily adapt in a fast-paced environment. CSIS is seeking candidates whose own diverse experiences will allow them to exhibit strong leadership abilities and work collaboratively with various communities. Candidates must be reliable and motivated to work in the field of national security.

Intelligence Officers are at the heart of Canada's national security apparatus. Successful candidates will undergo extensive training to help them operate successfully within the organization. Intelligence Officers are required to remain discreet while performing their functions and must always be security conscious.

Intelligence Officers are responsible for:

- Conducting, coordinating and managing investigations – this could be subject matter or country specific;
- Conducting research, analyzing information and preparing clear and concise reports on matters related to national security;
- Liaising with partners and developing information networks;
- Consulting and collaborating with counterparts and stakeholders;
- Providing sound, objective and professional advice.

Intelligence Officers have opportunities to relocate within Canada due to a variety of circumstances. Intelligence Officers must also be willing to travel as required by operational and organizational requirements. Assistance and financial support for relocation will be provided in accordance with CSIS policy.

Education

- Completed Undergraduate Bachelor's Degree

The educational program must be from an accredited learning institution recognized in Canada.

If you completed a program outside of Canada, you will be required to obtain proof of a Canadian equivalency at your expense through a recognized credential assessment service.

Experience

Knowledge

- An understanding of the CSIS mandate, threats as defined in the CSIS Act and priorities regarding the security of Canada.
- An awareness of both national and international current events and an understanding of how they relate to the CSIS mandate.

Assets

- Knowledge of a foreign language(s). Candidates with foreign language abilities are strongly encouraged to apply.
- International travel.

Competencies

- Interpersonal skills
- Analytical skills
- Communication (oral and written)
- Judgement
- Adaptability

Applicants should clearly demonstrate in their cover letter and in their application why they are interested in applying to the position of Intelligence Officer, how they meet the Education criteria and the five (5) competencies listed above. Examples can include but are not limited to work experience, student placements, paid or unpaid internships, community experience, life experience or travel experience. Applicants should also describe how they meet the specified Experience criteria (assets), if applicable. Failure to do so will result in the applicant being screened out of the career opportunity. Please limit your cover letter to a maximum of two (2) pages.

Demonstration of these five (5) competencies will be assessed in the initial review of your resume and cover letter.

Development Program

Those applicants identifying as racialized groups and Indigenous Persons who reside in the Toronto, Montreal, or Burnaby area at the time of their appointment will remain in their respective hiring location (Toronto, Burnaby, Montreal) following successful completion of the Entry Training Course. They will remain in their home cities working remotely for Headquarters for the required three (3) year development program.

To work in a regional investigator role, successful completion of advanced training courses is required. Intelligence Officers can apply for these courses upon completion of the three (3) year development program.

Conditions of Employment

Not applicable

Notes

Training: Intelligence Officers must successfully complete the Ottawa-based Intelligence Officer Entry Training (IOET) program (approximately 12 weeks).

Driver's License

A driver's license is not required to apply.

Although a driver's license is not required for the initial period of Intelligence Officer training, a valid Canadian driver's license* is a prerequisite for career progression to most Intelligence Officer roles, including that it is required to be eligible for advanced training and deployment as an investigator. Obtaining and maintaining a valid Canadian driver's license* is the sole responsibility of each Intelligence Officer.

- A valid Canadian driver's license is defined as a G Class (Ontario) or

minimum of a Class 5 (remainder of Canada). G1, G2, Class 7, Class 6, Learner's etc. will not be accepted.

While we continue to explore opportunities for flexible work arrangements, *the majority of work in our organization must be done in the office and cannot be performed at home.*

The assessment process is conducted in Canada only.

A written exam will be administered to evaluate your written and communication skills. If successful, you will be invited to an interview.

Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

Others

Important

Applicants must clearly demonstrate in their application how they meet each Education and Experience criteria. Failure to do so will result in the applicant being screened out of the career opportunity.

CSIS is a separate employer and is not subject to the Public Service Employment Act (PSEA). CSIS has its own classification, compensation system, and a different staffing regime. As such, we use a different staffing process and terminology.

CSIS is committed to building a workforce that is truly representative of the Canadians it serves by cultivating a diverse and inclusive workplace environment. This will be achieved by increasing employment equity group representation (including persons with disabilities, visible minorities, Indigenous peoples, and women) at all levels within the organization through hiring and talent management practices. We will also ensure that appropriate accommodations are made (e.g., specialized equipment, changes to physical workspace) to provide employment opportunities for all qualified candidates. In support of achieving a greater, diverse and skilled workforce, we strongly encourage those individuals who belong to one or more of the employment equity groups to self-identify when applying.

Should you require accommodation in relation to a disability, please tell us at the beginning of the selection process. This information will be kept confidential.

CSIS Offices in Canada are located on various ancestral and traditional lands. In the spirit of reconciliation, we acknowledge all Indigenous People across Canada and their connection to these lands.

The personal information provided in your application is protected under the *Privacy Act* and will be held in Personal Information Bank SIS/P-PU-025.

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.