



## Job Ad

**Ministry:** Ministry of Government and Consumer Services  
**Division:** Service Ontario  
**Position Title:** PROGRAM MANAGER  
**Duration:** 1 Permanent  
**Location:** 113-435 James St. South, Thunder Bay, P7E 6T1, North Region (Restricted to OPS employees living or working within 125 km of work location)  
**Compensation Group:** MCP  
**Salary:** \$62,581.00 - \$77,657.00 per annum  
**Position Status:** Restricted  
**Job Code:** AGA18 - General Administration AM-18  
**Schedule:** 6  
**Category:** Management and General  
**Job ID:** 14669

Are you an experienced leader looking for your next career opportunity? If so, the Ministry of Government Services, ServiceOntario, Retail Offices Branch, has a position for you in their Thunder Bay office. As a member of the management team, you will work closely with staff to facilitate, plan, and manage activities associated with all aspects of branch operations. As your responsibilities will encompass the administration of programs that provide direct services for a variety of clients in various locations, frequent travel may be required.

**Qualifications:** demonstrated management experience as a team player in a high-volume, production oriented environment; proven leadership, negotiation, and conflict resolution skills; proven managerial/leadership skills and knowledge of relevant branch, ministry, and corporate administrative policies and procedures and collective agreements; ability to resolve labour relations issues; ability to motivate staff to meet operational and service objectives; excellent oral and written communication and public relations skills to work effectively with internal and external clients including professionals, agency representatives, and clients from various communities, cultures, and social backgrounds; demonstrated ability to formulate and effect immediate decisions for resolution of policy/program issues as presented by staff and/or clients; demonstrated organizational skills to deal effectively with competing priorities and to balance multiple and disparate tasks; detailed knowledge of the Health Insurance Act and related legislation, policies and procedures; computer skills.

**Posting Date:** Friday, January 09, 2009

**Closing Date:** Friday, January 23, 2009

Applications must be received by the end of the closing date with the Job ID number quoted.

**Apply online**

**or send application to:** Northern Recruitment Centre - Ministry of Government Services  
159 Cedar Street, Suite 404  
Sudbury, Ontario, P3E 6A5  
Fax: 705-564-9165

Only applicants selected for interview will be contacted.

OPS Employees are required to quote their WIN EMPLOYEE ID number when applying to positions.

**The Ontario Public Service is an equal opportunity employer.  
Accommodation will be provided in accordance with the Ontario Human Rights Code.**