



Job Ad

Organization:	Ministry of the Attorney General
Division:	Thunder Bay Court Services
Position Title:	PROGRAM ANALYST
Job Term:	1 Temporary up to 12 month assignment/contract with the possibility of extension
Location:	277 Camelot Street, Thunder Bay, P7A 4B3, North Region
Compensation Group:	Association of Management, Administrative and Professional Crown Employees of Ontario
Salary:	\$62,726.00 - \$76,362.00 per annum
Posting Status:	Restricted to OPS employees living or working within 125 Km of the work location
Job Code:	17APA - Prog Analysis Ama Unit APA17
Schedule:	6
Category:	Policy and Analysis
Job ID:	35283

Are you able to multi-task and work independently? Do you demonstrate initiative, a positive work ethic, and professionalism in a team environment? If so, then consider this exciting opportunity to develop annual strategic and operational plans in the Ministry of the Attorney General.

Applying your knowledge of operational planning, you will:

- conduct research and analysis of issues
- provide advice and information to the regional management team on issues, quality - assurance and new initiatives
- monitor regional performance measures and provide operational training support
- participate in or lead project teams
- manage accommodation and facility issues
- carry out special assignments

What we are looking for:

To be successful in this position, you will need:

Knowledge of:

- the operational planning cycle, planning policies, procedures, and practices
- ability to interpret and apply related legislation
- understanding of administrative principles, policies and procedures for project planning

Analytical skills:

- demonstrated analytical, problem solving, and conceptual skills
- proven research skills to analyze issues
- judgement skills to deal with contentious issues

Communication and Interpersonal skills:

- proven communication skills to provide advice and information to internal and external stakeholders

Organizational skills:

- organizational and priority setting skills to deal with simultaneous projects and meet deadlines
- ability to work independently

General skills:

- proficiency with computers and word-processing, spreadsheet, database, e-mail, internet, intranet applications

Posting Date: Thursday, April 14, 2011

Closing Date: Monday, May 2, 2011 11:59 pm EST

How to apply:

1. You must **apply online** from an OPS computer. You will not be able to apply from your home computer.
2. You must show how you meet what we are looking for clearly, completely and concisely. We rely on the information you provide to us.
3. Read the **job specification** to make sure you understand this job.
4. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
5. If you require a disability related accommodation in order to participate in the recruitment process, please **Contact Us** to provide your contact information. Recruitment Services staff will contact you within 48 hours.

Remember: The deadline to apply is Monday, May 2, 2011 11:59 pm EST.
Late applications will not be accepted.

Note: We thank you for your interest; however, we will contact you only if we choose you for further screening or an interview.

**The Ontario Public Service is an equal opportunity employer.
We will accommodate your needs under the Ontario Human Rights Code.**