STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake

P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0
Tsi Nikaio'tenhseró:tens Ne Onkweshón:'a Rotiió'tens
HUMAN RESOURCES UNIT

Tel.: (450)632-7500
Fax: (450)638-5958
Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY

POSITION:	**IT Project Manager, Information Management**
DURATION:	Indeterminate, Full-Time Nine (9) Month Probation Period
DESCRIPTION:	See Attached Job Description
SALARY:	$1,417.50 to $1,913.63 Per Week
Hours of Operation	8:30 a.m. to 4:00 p.m.
Hours per week	37.5 hours per week
DEADLINE FOR APPLICATION:	**Monday, May 13, 2024 - 4:00 p.m.**
REQUIREMENTS:	**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED**

- ✓ Applicant checklist
- ✓ Letter of intent
- ✓ Resume

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing.   Forward your complete application via e-mail only to: Applications@mck.ca

NOTE: All forms and requirements are listed on our website: www.kahnawake.com/jobs

- ➢ **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- ➢ **Only candidates selected for an interview will be contacted.**
- ➢ **Preference will be given to Aboriginal candidates.**

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Core Job Information	
Job Title:	IT Project Manager
Division:	Information Management
Reports To:	Director of Information Management
Date of Job Description	April 16, 2024

Purpose:

The role of the IT Project Manager is to coordinate IT projects to achieve the goals set by clients or other stakeholders. Ensures that projects are completed within the specified deadlines.

Is responsible to prioritize tasks, assign them to the appropriate team members, and provide guidance and clarity. They will collaborate closely with various IT team members, managers, and other stakeholders.

Roles & Responsibilities

Strategy & Planning

- Define how the scope, goals, and deliverables of IT projects should support business goals, in collaboration with senior management.
- Define project success criteria and disseminate them to involved parties throughout project lifecycle.
- Effectively communicate and manage project expectations to project managers, owners, sponsors, team members, and other stakeholders in a clear and concise fashion.
- Establish project timelines and milestones/deliverables using the appropriate tools.
- Determine frequency and content of status reports, analyze results, and troubleshoot problem areas/mitigate project risks.

Acquisition & Deployment

- Effectively manage project teams' time and allocate resources to ensure deliverables are completed.
- Where required, negotiate with unit leadership for the acquisition of required personnel from within the organization.
- Assess and approve/disapprove need for additional staff or consultants and make the appropriate recruitments if necessary, during project's lifecycle.

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Operational Management

- Direct and manage development of all IT projects from beginning to end.
- Develop best practices, techniques, and tools for project planning, execution, project management, ongoing milestone/deliverable tracking, communication, and key performance metrics for IT projects.
- Communicate the IT project management standards and techniques to the appropriate staff.
- Review budget proposals and recommend subsequent budget changes where necessary.
- Track and monitor all project milestones and deliverables.
- Identify and manage project dependencies and critical path.
- Accept and assess status reports, change requests, and requirements documentation to ensure smooth project progression.
- Conduct project analysis and create a recommendations report to identify successful and unsuccessful project elements.
- Coach, mentor, motivate, and supervise pertinent team members and/or contractors, and influence them to take positive action and accountability for their assigned work.
- Identify and resolve issues and conflicts within and between various project teams.
- Acts as business analyst for in-house developers.

The statements herein reflect general details to describe the principle functions for this job, and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Education & Experience

- University Degree or a College Diploma in the field of computer science or Business Management and two (2) years of relevant work experience.
- Recognized formal professional project management qualification (PMP / APMP / Prince2 / P3O or equivalent) is an asset.

Knowledge, Skills, Abilities

- Project / program management and planning skills and experience.
- Ability to manage different projects / priorities and deliver high quality outcomes under pressure.
- Must have knowledge of IT concepts.
- Strong experience delivering customer focused projects in IT environments.
- Strong written/oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Keen attention to detail.
- Facilitation and presentation skills.

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- Proven analytical and problem-solving abilities.
- Experience working in a team-oriented, collaborative environment.
- Conducts business with internal and external clients in a tactful, discreet and courteous manner.
- Maintains confidentiality.
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

Working Environment

- Five-day work week and work is performed in a typical interior/office environment.
- Moderate stress due to workload.
- Occasional overtime.

Commitment Statement:

I serve my community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting and nurturing new ideas and approaches, and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Signatures:

Employee's Signature: _____

Date: _____

Supervisor's Signature:_____

Date: _____