

Manitoba Government Job Opportunities

Municipal Development Consultant

IC2 Municipal Development Consultant 2

Regular/full-time

Indigenous Reconciliation and Northern Relations
Northern Affairs Branch

Dauphin MB

Advertisement Number: 38030

Salary(s): IC2 \$65,288.00 - \$82,064.00 per year Plus Remoteness Allowance, if applicable.

Closing Date: October 15, 2021

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

This is a preference competition. All applicants are encouraged to apply, however first consideration for this competition will be given to Indigenous people. Applicants are requested to self-declare at the time of application.

An eligibility list may be created for similar positions and will remain in effect for 12 months.

To be considered for this competition, you must submit an Application Screening Form. Complete the Application Screening Form at the link below. If you are having difficulty opening the link, you may have to use a different browser. You may also contact Human Resource Services (contact information under "Apply to") to request a copy of the Application Screening Form.

The selection board will rely only on information provided in this Application Screening Form to determine whether a candidate will be invited for further assessment.

[CLICK HERE to access the application form.](#)

Introduction

The Indigenous Reconciliation and Northern Relations Operations Division serves 50 designated communities through regional offices and sub-offices located in Thompson, The Pas, Dauphin and Winnipeg. It is responsible for the provision of consulting and advisory services related to municipal administration, environmental services, public works, community and resource development, protective services, recreation, and capital project planning and delivery. Other responsibilities include the coordination of service delivery by government departments and the maintenance of communication links with community councils and other organizations. A variety of activities and programs are focused on strategic community development and facilitation of partnerships with other government departments and agencies to improve the social, economic and environmental conditions in northern communities.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Must be willing and able to work overtime including evenings and weekends when required
- Must be willing and able to work in various settings including indoor and outdoor environments
- Must be willing and able to travel outside the province on occasion
- Must be willing and able to travel to remote locations within the province by various means including small aircraft, often on short notice
- Must be willing and able to stay overnight in various and sometimes remote locations throughout the province

Qualifications:

Essential:

- A diploma or degree in business or municipal administration, commerce, accounting, or a related discipline. An equivalent combination of education and experience may be considered
- Financial management experience including budgeting, forecasting, and cash flows
- Experience interpreting and applying legislation, policies, and procedures
- Excellent interpersonal skills for the purposes of building and maintaining positive working relationships and resolving conflict
- Strong written communication skills for the purposes of drafting a wide variety of documents and correspondence such as letters, memos, e-mails, and reports
- Strong leadership skills for the purpose of influencing, coaching and guiding the work of both internal and external stakeholders
- Strong organizational and time management skills for the purposes of identifying priorities and meeting deadlines
- Superior verbal communication skills with the capacity to listen actively and relay information clearly and concisely
- The ability to research, analyze, and synthesize complex information
- The ability to be proactive, take initiative, and perform tasks independently while working under minimal supervision
- Experience working directly with Indigenous people, communities, and or organizations

Desired:

- Community development experience with knowledge of the requirements for capacity building
- Experience preparing, presenting, and facilitating seminars, workshops, presentations and or courses

Duties:

The Municipal Development Consultant is responsible for guiding, facilitating, consulting, and assisting in formulating and implementing community development plans leading to empowerment and self-reliance of communities under the municipal jurisdiction of the Department of Indigenous Reconciliation and Northern Relations. The primary goal of this position is to build the capacity of assigned

communities by developing the individual and collective skills, organizational ability and local leadership necessary in order to address social, economic and environmental issues in Northern Affairs communities.

Apply Now:

Advertisement # 38030
Service Centre 1
Human Resource Services
1130-405 Broadway
Winnipeg, MB, R3C 3L6
Phone: 204-945-3204
Fax: 204-948-7373
Email: govjobs@gov.mb.ca

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

Please be advised that job competitions may be grieved and appealed by internal applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative or the grievor, if unrepresented. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

We thank all who apply and advise that only those selected for further consideration will be contacted.

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