



OFFICE OF THE AUDITOR GENERAL
NEWFOUNDLAND AND LABRADOR

PUBLIC EMPLOYMENT OPPORTUNITY MANAGEMENT ANALYST I

MULTIPLE POSITIONS, PERMANENT, FULL TIME

At the Office of the Auditor General (OAG) we promote positive change and accountability in the province's public sector through impactful audits that evaluate how well the provincial government and its entities manage their processes, responsibilities and resources.

We focus on ensuring that careers in our office are dynamic and progressive. We offer meaningful work in a positive, supportive work culture that is grounded in employee engagement and best practices that fosters employee growth and development. Our employee benefits are comprehensive, family friendly and transferable within the provincial public service - reliably supporting employees throughout their career and into retirement.

If you are motivated to pursue a standard of excellence, and have a passion to make a difference, the OAG is the right place for you.

Duties:

The Management Analyst I position reports to the Departmental Program Coordinator and is responsible for providing administrative and operational support to the OAG. This position will process invoices, prepare purchasing requisitions, prepare correspondence and documentation, assist in maintaining information management systems and perform research and jurisdictional scans. The Management Analyst will maintain information in a confidential manner, while adhering to policy and procedures and any applicable legislation. Other related duties will be performed as required.

SCREENING CRITERIA:

1. Completion of a Diploma in Business or Office Administration (equivalences will be considered)
2. Experience in office administration practices
3. Experience with government purchasing processes and guidelines (asset)

ASSESSMENT CRITERIA

1. Knowledge of office administration practices
2. Proficiency in office administrative software
3. Knowledge of government purchasing processes and guidelines (asset)
4. Ability to think critically
5. Ability to communicate effectively
6. Ability to work independently
7. Ability to work in a team and build relationships

SALARY: \$44,662.80 – \$49,431.20 (CG-26) (Non-Bargaining / Non-Management)
COMPETITION NUMBER: OAG.MAI.23-24.16
CLOSING DATE: Open Until Filled
LOCATION: St. John's, NL

Applications quoting competition number OAG.MAI.23-24.16 should be submitted by email to careers@oag.nl.ca

CONDITIONS OF EMPLOYMENT:

Positions with the OAG are considered "Positions of Trust". Successful candidates will be required to provide a Criminal Records Screening Certificate, at their expense.

For more information about this opportunity, please call Jay McGrath, Manager, Human Resources at 709-730-8752.

INFORMATION FOR APPLICANTS:

- The OAG values diversity in the work place and is an equal opportunity employer.
- Disability related accommodations and alternate formats are available upon request at any stage of the recruitment process by contacting Jay McGrath at 709-730-8752.
- Preference will be given to applicants who are a Canadian citizen or permanent resident of Canada or those who are legally entitled to work in Canada.
- Applications must be received on or before the closing date stated for this job posting.
- It is the responsibility of the applicant to submit an application that demonstrates the required merit criteria.
- Applications that do not clearly demonstrate the required criteria will be screened-out.
- All applications must contain accurate contact information, including current mailing address, email address and phone number.
- All information submitted as part of this application must be factual, complete and current to date of submission.
- This competition may be used to fill future similar vacancies with the Office of the Auditor General.

Independence. Credibility. Integrity.