



Information Technology Resource

RFP posting will close March 27, 2020 but may be extended if not filled. Please respond with any questions or submit RFP by email to Jana Tulloch jana@tullochconsulting.ca



The Aboriginal Firefighters Association of Canada (AFAC) was founded in 1991, and is a united body of regional Indigenous emergency and fire service organizations across Canada. The mandate is to represent the interests of regional associations at the national level, assist in the exchange of information between associations, support the implementation of services, and promote national standards in fire prevention, education, and suppression within Indigenous communities across Canada.

Currently, AFAC is looking to a .50 FTE position of **Information Technology Resource** for the Indigenous Fire Marshal Project. This position will provide administrative support to the Project Manager and project areas as assigned. Individual responses will be assessed for relevant skills, expertise and experience and successful proponent will be assigned specific roles and responsibilities as required.

Please note that this position is remote and can be based anywhere in Canada. Occasional overnight travel may be requested to attend business meetings and relevant external agency meetings, however respondents that cannot travel will be accepted – please note in your response if you are not able to travel.

Main responsibilities include:

- > Perform all information technology support duties including training users, setting up individual platforms, software licence administration, providing end user support and performing required software interfaces.
- > Support project software needs and relevant telecommunications.
- > Provide web-based support as directed and required.
- > Support IT requirements for organizational development.

Core Required Competencies & Minimum Education, Certification, & Experience:

- > Education, certification and/or experience in any of the following areas
 - > Information technology certification.
 - > Minimum of 2 years providing information technology support.
 - > Web page management and coding experience.
 - > Experience managing software licences and working with vendors.
 - > Experience with software update management, MS Office, project management software, setting up PC/Mac computers and tablets.
- > Experience developing individual workplan.
- > Exceptional ability to establish and maintain productive working relationships with a diverse stakeholder base.
- > Self-motivated, productive, efficient and with excellent written and verbal communications
- > For those interested in developmental positions that do not have the prescribed education, training, experience or certification – please provide a resume or cv with the subject line: Requesting review for Information Technology Resource developmental position.



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Preferred Qualifications:

- > Bilingual English and French
- > Of Indigenous Heritage

Contracts Considerations:

- > Positions will be by contract, secondment or term employee positions.
- > This is a part time position but combination responses with other RFP appointments will be considered.
- > Competency assessment tools may be utilized to determine skills and appropriate remuneration rates.
- > The remuneration rates will be between \$45-55 (plus applicable taxes or lieu of benefits) also to be based on experience and expertise

Closing Date:

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AFAC is an equal opportunity employer and encourages applications from all qualified individuals.