



Project Scheduler 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 Project Scheduler 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:

- > Managing the project schedule software including providing updates, licence management, user support and schedule management.
- > Support Project Manager in all facets of project schedule development, reporting, updates and maintenance.
- > Providing project reports as required.
- > Perform project software training.
- > Representing the project at assigned meetings.

Core Required Competencies, Education, Certification, & Experience:

- > Education, certification and/or experience in any of the following areas;
 - > Project scheduling.
 - > Project management.
 - > Documenting management.
 - > Project software training.
- > Experience and familiar with Project Management software and related tools and functions.
- > Developing and maintaining self 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 Project Scheduler 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 \$25-35 per hour (plus applicable taxes or lieu of benefits) based on experience and expertise

Closing Date:

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