

# Employment Opportunity



**COMMITTED TO EQUALITY  
IN THE WORKPLACE**

**Competition Start Date: November 24, 2021**

|                                |   |
|--------------------------------|---|
| <b>Competition Number:</b>     | <b>9531-0002A-021</b>                             |
| <b>Position Title:</b>         | <b>Secretary, Halifax Regional Office</b>         |
| <b>Branch/Section:</b>         | Regional Offices Branch – Halifax Regional Office |
| <b>Employment Type:</b>        | Term – up to twelve (12) months                   |
| <b>Classification:</b>         | Band 7  |
| <b>Linguistic Designation:</b> | English   |
| <b>Salary:</b>                 | \$68,125 - \$76,673                               |
| <b>Group:</b>                  | CULE II   |
| <b>Location:</b>               | Halifax Regional Office                           |

**Purpose of the position**

As part of the Regional Office administrative team, this position provides administrative and secretarial support to the Regional Office and participates in the provision of comprehensive administrative services that enables the regional office to fulfill its role in a timely and credible manner. Under the direction of the Regional Coordinator, assists in the maintenance of the administrative aspects of the regional offices while carrying out a wide variety of administrative, secretarial and clerical responsibilities to ensure the efficient operation of the regional office.

**Qualifications**

*Education and experience:*

- General administrative and secretarial knowledge and ability associated with successful completion of business and/or secretarial training, or equivalent normally provided through several years of experience in providing secretarial services relevant to the duties of the position.

*Knowledge:*

- Good knowledge of the organization, functions, and policies of the PSAC;
- Basic knowledge of trade union role, objectives and activities;
- Proficiency in the use of a personal computer, including ability to use Windows, e-mail, and internet;
- Familiarity with spreadsheets (ideally Excel) and database software (ideally Access);
- Proficiency in spelling, vocabulary and in the application and usage of English grammar.

*Abilities:*

- Ability to effectively type, transcribe and perform other word processing functions using Microsoft Word;
- Written and oral English communication skills are essential;
- Ability to work independently and cooperatively with others in a team environment;
- Ability to determine priorities with minimum supervision and ability to problem-solve;
- Ability to work under strict deadlines.

*Personal suitabilities:*

- High degree of initiative, good judgment and tact;
- Understanding of and commitment to union principles.

A detailed job description is available at: [psacunion.ca/jobs-psac](https://psacunion.ca/jobs-psac).

**Area of Search – This competition is open to:**

| Employees of PSAC, Components, and PSAC Holdings Ltd.      | Members giving PSAC membership number | General public |
|--|---------------------------------------|----------------|
| Closing Date: December 6, 2021 at 3:30 p.m. (Eastern time) |                                       |                |

Please submit your résumé stating how your knowledge, skills and abilities relate to the qualifications of the position.

**Internal applicants should submit their résumé online through the intranet.**

Indeterminate PSAC employees who meet all the qualifications of this position can request a transfer in accordance to the relevant collective agreement by sending a written request to the Human Resources Section on or before the closing date.

**PSAC Members and candidates from external should apply online at: [psacunion.ca/jobs-psac](https://psacunion.ca/jobs-psac). Members should provide their membership number to be considered at the membership level.**

**Note**

*The Public Service Alliance of Canada is committed to achieving and maintaining a representative workforce that ensures the full participation and advancement of traditionally under-represented groups. Applications are encouraged from equity groups including women, racially visible persons, Indigenous peoples, persons with disabilities, lesbian, gay, bisexual, transgender, queer/questioning, and two-spirited (LGBTQ2+) persons.*

Accommodations are available on request for candidates taking part in the selection process. For accommodation needs or to obtain a copy of the documents in alternate format, please email [hractionrh@psac-afpc.com](mailto:hractionrh@psac-afpc.com).

***Please note that if you are found unqualified for a competition or at any step of a competition (i.e. written exam, interview and/or exercise) you will need to wait 180 calendar days from the date of Human Resources' written notification of being found unqualified before you will be screened-in to a competition for a similar position. Please note that this does not apply to AEU II and X members.***