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| **Project Manager (PM-05)** |
| Internal Process |

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|  | **ESSENTIAL QUALIFICATIONS** |
|  | **Education** |
| **Mandatory** | * Secondary school diploma or employer-approved alternatives (a satisfactory score on the PSC test approved as an alternative to a secondary school diploma; or an acceptable combination of education, training and/or experience)
 |
|  | **Experience** |
| **Mandatory choice** | * Recent and significant experience in leading or managing people or a project

**OR*** Recent and significant experience in leading or managing people or multiple projects

**OR*** Recent and significant experience in leading or managing people or a project that includes assigning of work, evaluating performance and addressing performance issues

**OR** * Recent and significant experience in leading or managing people or multiple projects that includes assigning of work, evaluating performance and addressing performance issues

**OR*** Experience with good results in managing an organizational unit or leading a complex multi-faceted project or projects
 |
| **Optional choice** | * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (any additional experience qualifications specific to the nature of the project)
 |
|  | **Abilities and Personal Suitability** |
| **Mandatory** | * Communication (oral)
* Communication (written)
* Engagement
* Values and Ethics
* Strategic Thinking
* Management Excellence
* Client Service Excellence
 |
|  | **Knowledge** |
| **Mandatory** | * Knowledge of project management principles, practices and tools
 |
|  | **Official Language Proficiency** |
| **Mandatory choice** | * English Essential
* French Essential
* English or French Essential
* Bilingual Imperative – Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Bilingual Non-Imperative – Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
|  | **ASSET QUALIFICATIONS** |
|  | **Education** |
| **Optional choice**  | * Graduation with a degree from a recognized post-secondary institution.
* Successful completion of two (2) years post-secondary education from a recognized educational institution (e.g. community college, CEGEP, university) with a specialization in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (manager to specify program)
* Graduation with a degree from a recognized post-secondary institution in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (manager to specify program)
 |
|  | **Experience** |
| Any of the following qualifiers can be used for experience factors within the assets qualifications section: **Experience**; **Experience with good results**; **Recent experience**; **Recent experience with good results**; **Significant experience**; **Significant experience with good results**; **Recent and significant experience**; **Recent and significant experience with good results**. Please refer to the Users Guide: Standardized Statement of Merit Criteria & Conditions of Employment for more information about qualifiers. |
| **Optional choice** | * in using technology (particularly project management software or applications)
* in establishing and maintaining collaborative working relationships with internal or external partners and stakeholders
* in developing or coordinating the introduction of new and improved methods, products, procedures or technologies
* in developing or implementing initiatives to improve services to clients
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| **Optional choice** **for Citizen Services** | * in delivering Service Canada services
* in developing effective and collaborative working relationships with partners, stakeholders, various client segment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (to specify) groups or various levels of government
* in providing advice and guidance regarding Service Canada policies or service offerings
 |
| **Optional choice** **for Processing and Payment Services** | * in providing services relative to the delivery of the Employment Insurance (EI) program
* in providing services relative to the delivery of Canada Pension Plan (CPP) benefits
* in providing services relative to the delivery of Old Age Security (OAS) benefits
* in providing services relative to the delivery of Special Processing programs/benefits
 |
| **Optional choice** **for Integrity Services** | * in applying the department’s Integrity Operations program, practices, principles and tools
 |
| **Optional choice** **for Labour Market and Social Development Programs** | * in developing effective and collaborative working relationships with partners, stakeholders, various client segment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (to specify) groups or various levels of government
* in delivering grants and contribution programs
 |
|  | **Knowledge** |
| **Optional choice** | * Knowing our business
* Knowledge of principles, policies and practices related to the management of human resources, finance, procurement and government information in the Federal Public Service
 |
|  | **Abilities** |
| **Optional choice** | * Using Technology
 |
|  | **Personal Suitability** |
| **Optional choice** | * Changing and Learning
* Initiative
* Positive Attitude
* Working with Others
 |
|  | **Occupational Certification** |
| **Optional choice** | * Successful completion of “Essentials of Managing in the Federal Public Service”
 |
|  | **OPERATIONAL REQUIREMENTS** |
| **Optional choice** | * Willing and able to work overtime
* Willing and able to travel
 |
|  | **ORGANIZATIONAL NEEDS** |
| **Optional choice** | * In order to achieve a representative workforce, selection may be based on qualified candidates self-identifying (at time of application) as being:
* a member of visible minority group
* an aboriginal person
* a person with a disability
* a woman
 |
|  | **CONDITIONS OF EMPLOYMENT** |
|  | **Reliability and Security** |
| **Mandatory** | * Reliability Status
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