



11/21/2024  
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2024-11-21 11:21 AM

Job Posting: Ministry of Labour, Immigration, Training and Skills Development  
Department: Immigration, Refugees and Citizenship  
Location: St. Catharines, PE  
Position: Temporary (6 months) Contract, Full Time 37.5 hours / week  
Salary: \$20-22 per hour  
Deadline: November 18, 2024, 3:00

The Ministry of Labour, Immigration, Training and Skills Development (MCPEI) is seeking a highly motivated and detail-oriented individual to join our team. The successful candidate will be responsible for providing administrative support to the Immigration, Refugees and Citizenship Branch. The candidate must have a minimum of 2 years of experience in a similar role and a strong understanding of immigration and refugee processes. The candidate must also have excellent communication and organizational skills. The successful candidate will be required to work in a fast-paced environment and be able to handle multiple tasks simultaneously. The candidate must be a resident of Ontario and have the right to work in Canada. The candidate must have a minimum of a high school diploma or equivalent. The candidate must have a minimum of 2 years of experience in a similar role. The candidate must have a strong understanding of immigration and refugee processes. The candidate must have excellent communication and organizational skills. The candidate must be able to handle multiple tasks simultaneously. The candidate must be a resident of Ontario and have the right to work in Canada. The candidate must have a minimum of a high school diploma or equivalent.

**QUALIFICATIONS:**

**Education, Years of Experience**

- Successful completion of grade 12.
- Previous experience in PEI, Immigration, Refugees and Citizenship Branch.

**Skills/Competencies**

- Basic computer skills.
- Basic administrative and clerical skills.
- Ability to work in a fast-paced environment.
- Detail oriented.
- Demonstrated ability to work in a team environment.
- Ability to communicate effectively with staff and the public.
- Ability to handle multiple tasks simultaneously.
- Previous experience in a similar role.
- Ability to work in a fast-paced environment.
- Ability to communicate effectively with staff and the public.
- Ability to handle multiple tasks simultaneously.
- Ability to work in a team environment.
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**DUTIES RELATED TO RESEARCH**

- Conduct research on a data base to be established by the PEI Fishery and Aquaculture Department.
- Administer the research project and coordinate the data collection process.
- Collaborate with the Research Department and other departments to ensure the data is accurate.
- Research and develop a new data base to be established by the Department.
- Take care to be well organized and to be able to manage the MCPEI Data Management System.
- Administer the research project and coordinate the data collection process.
- Manage the research project and coordinate the data collection process.

**OTHER:**

- Provide a copy of the research report.
- Provide a copy of the research report to the relevant departments.
- Validate the research data and ensure it is accurate.
- Yearly research budget of \$2,000,000 and a copy of the research report to be provided to the relevant departments.

\*Delete the research data base.

\*\*I do not have a copy of the research report. The research report is available on the MCPEI Data Management System. The research report is available on the MCPEI Data Management System. The research report is available on the MCPEI Data Management System.

Please email your resume and cover letter [info@ce.ca](mailto:info@ce.ca)

to the Job Title, **Mikmaq Land Use Field Researcher** for the position.

For more information:

ATTN: Human Resource Manager  
 Mikmaq Centre for PEI,  
 855 MacPhee Way, Charlottetown, PEI C1A 0J7

**Deadline to apply: November 18, 2024, at 3:00 PM.**

We are excited to hear from you and to meet you in person. We are excited to hear from you and to meet you in person.