



INDIGENOUS KNOWLEDGE & WISDOM CENTRE

Indigenous Knowledge & Wisdom Centre (IKWC) Information Technology Manager

IKWC is looking for an enthusiastic, knowledgeable, and motivated Information Technology Manager. The successful applicant will be responsible for overseeing and ensuring our computing systems and equipment (plus our associated clients) are operating effectively and efficiently.

The successful applicant will have knowledge of industry's best practices and a professional track record of effective technical management, information analysis, and an understanding of computer hardware and software systems. The IKWC Information Technology Manager will report directly to the Chief Executive Officer as a member of the IKWC Team.

As the IKWC-Information Technology Manager you will:

- Testing, troubleshooting, and modifying information systems so that they operate effectively
- Monitoring daily operations, including server hardware, software, and operating systems.
- Coordinating technology installations, upgrades, and maintenance
- Assuring all IT activities are performed within the parameters of applicable laws, codes, and regulations.
- Managing future IT staff by recruiting and training employees, communicating job expectations, and monitoring performance
- Overseeing the annual IT budget and ensuring cost effectiveness.
- Evaluating technology risks in order to develop a network disaster recovery plan and backup procedures.
- Selecting and purchasing new and replacement hardware and software, when necessary.
- Remaining up to date with advances in technology and industry best practices.
- Assist and participate in cultural and special events and other duties as required from time-to-time.

Information Technology Manager Requirements:

- Post Secondary degree/diploma in information technology, computer science, or a related field.
- 5+ year experience in managing IT infrastructure and services.

- Experience with network administration, and network installation.
- Proficient in computer hardware, cabling installation and support, wireless technology applications and interface, and IT security.
- Proficient in Microsoft Windows software, including Server, Office, and Exchange.
- Management and leadership skills.
- Multi-tasking and time-management skills, with the ability to prioritize tasks.
- Highly organized and detail oriented.
- Excellent analytical and problem-solving skills.
- Flexible working hours.
- Ability to communicate in one of the affiliated First Nations languages of the Treaty 6, 7, or 8 Territories (Cree, Blackfoot, Dene, Nakoda, or Saulteaux) is desired.
- Reliable mode of transportation and valid driver's license.

CLOSING DATE: DEADLINE 4:30 p.m. December 20, 2019

SUBMIT: A cover letter, resume, and references to:

The Indigenous Knowledge & Wisdom Centre (IKWC)
Suite 200, 17304 – 105 Avenue, Edmonton AB, T5S 1G4
Attention: Clayton Kootenay
Chief Executive Officer, ceo@ikwc.org
Resumes may also be emailed to: admin@ikwc.org

We thank all applicants for their interest, however, only individuals selected for interviews will be contacted.