



**MANITOBA METIS FEDERATION INC.**

**INFORMATION TECHNOLOGY SUPPORT**

**August 13, 2019**

**Posting #20-001-11**

The Manitoba Metis Federation (MMF) is the official democratic and self-governing representative for the Metis Nation's Manitoba Metis Community. The Manitoba Metis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill one (1) full-time **Information Technology Support** position within our Information Technology Department located at 150 Henry Ave in Winnipeg, MB. Remuneration is dependent on education and experience.

**Job Duties/Competencies:**

- Maintain and monitor the MMF's computer systems and peripherals across Manitoba;
- Solve complex technical issues;
- Maintain support ticket requests and answer inquiries from users/clients;
- Provide remote and internal technical support and guidance to assist with their technical requirements;
- Collaborate with team members across all internal departments and external regions;
- Install and configure software and computer systems;
- Troubleshoot and resolve issues with software and hardware;
- Maintain procedures and reports that provide technical support to MMF;
- Analyze records and logs to identify underlying trends and potential issues;
- Support the implementation of new solutions or applications.

**Skills and Qualifications:**

- Associate or Bachelor's degree in Computer Science or related discipline;
- Minimum of one year experience in a technical support role;
- Knowledgeable service-oriented and self-motivated IT professional;
- Experience with Windows, MAC and Linux;
- Ability to solve complex problems and see projects through to completion;
- Excellent analytical skills to study problems and record and identify solutions;
- Team-oriented attitude to assist colleagues and departments with technical problems;
- Strong interpersonal and communication skills;
- Experience working for a Government, not-for-profit or Indigenous organization is an asset;
- Knowledge of Metis culture and MMF programs and services is a definite asset; and
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

**Preference will be given to qualified Metis applicants. Applicants are encouraged to apply and self-identify on their cover letter/resume. The MMF encourages internal applicants to apply for career opportunities within our Government.**

We offer a competitive benefits package which includes but not limited to: health and dental, life insurance, short term and long term disability as well as a pension plan. We also offer an on-site fitness facility as well as an in-house restaurant.

**Please forward a cover letter and resume by Tuesday, August 27, 2019. We thank all who apply; however, only applicants selected for an interview will be contacted.**

MMF Finance & Human Resources Department  
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