

IT Systems Analyst National Aboriginal Capital Corporations Association (NACCA)

NACCA is seeking a qualified, highly motivated individual to fill the role of IT Systems Analyst

About NACCA

NACCA, the National Aboriginal Capital Corporations Association, is a network of over 50 Aboriginal Financial Institutions (AFIs) dedicated to stimulating economic growth for all Indigenous people in Canada. NACCA's goal is to provide opportunities for Indigenous entrepreneurs and increase prosperity for Indigenous people in Canada.

NACCA advocates for Indigenous economic development by focusing on the following: representing the unified voice of AFIs; publishing national and regional results of AFI work; fostering partnerships and building capacity; and delivering programs, products, and services to AFIs.

The Position

Reporting to the IM/IT & Facilities Manager, the IT Systems Analyst will develop, test, deliver and/or document system requirements, implementation plans, IM/IT policies and procedures, and provide advice on a wide range of IM/IT/ICT issues. The successful candidate will lead the development and implementation of NACCA's Microsoft 365 cloud environment, including SharePoint, OneDrive, Exchange, etc.

Key Responsibilities

Information systems:

- Confer with users to identify and document requirements
- Conduct business and technical studies
- Design, develop, integrate, test, and implement information systems business solutions
- Provide advice on information systems strategy, policy, management, security, and service delivery
- Analyze requirements and/or provide advice and guidance on IT matters to various audiences such as business partners and management
- Lead and coordinate IM/IT projects from requirement gathering to implementation, providing user support and the business perspective to the development of a system, and performing quality assurance testing and planning

Systems security:

- Confer with clients to identify and document requirements, assess physical and technical security risks to data, software, and hardware

- Develop policies, procedures, and contingency plans to minimize the effects of security breaches

Information systems quality assurance:

- Develop and implement policies and procedures to maximize the ease-of-use, efficiency, effectiveness and overall quality of software products and information systems
- Conduct group presentations, facilitate discussions, provide training, communicate with end-users and governance committee, and provide regular updates on project activities

Knowledge, Experience and Skills

- Completed post-secondary education in a related field and / or equivalent experience required
- 5 years or more of related experience
- Significant experience and strong understanding of Microsoft Office, 365, Exchange, SharePoint, OneDrive, etc.
- Strong communications skills
- French is an asset

Persons of Indigenous ancestry will be given preference (OHRC, section 24(1)).

This is a full-time position located in Ottawa.

Salary & Benefits

An attractive compensation package with excellent benefits including a defined benefits pension plan

NACCA is committed to an inclusive and barrier-free work environment. Workplace accommodations are available. If contacted regarding this opportunity, please advise the Human Resources representative of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Thank you to all applicants; however, only persons whose applications have been selected will be contacted.

Please send resume and cover letter to HR@nacca.ca