Conflict and Resilience Research Institute, Canada

Job Opportunity: IT Support and Cyber Security Support Specialist

Organization: Conflict and Resilience Research Institute Canada (CRRIC)

Location: 515 Portage Avenue, Winnipeg, Manitoba, Canada R3B 2E9
crric.org+11crric.org+11crric.org+11

Contact: Dr. Kawser Ahmed

Phone: +1 431-337-3891crric.org+11crric.org+11crric.org+11

Email: info@crric.org

Website: https://www.crric.org

Positions Available:

1. IT Support Specialist
2. Cyber Security Support Specialist

Employment Type: Full-time, 14 wks. 40 hrs./week
Start Date: As soon as possible
Salary: $15.80 per hour

About CRRIC: The Conflict and Resilience Research Institute Canada (CRRIC) is a Winnipeg-based research organization dedicated to studying emerging social conflict issues associated with genocide, ethnocide, radicalization, human rights violations, statelessness, and refuge. Our mission is to enhance knowledge on conflict through research and dialogue to suggest sustainable conflict transformation. We are committed to developing tools and methods for non-violent conflict transformation, emphasizing the teachings of Mahatma Gandhi on 'Satyagraha'. crric.orgcrric.orgcrric.org+10crric.org+10crric.org+10

Position Summaries:

1. IT Support Specialist

Responsibilities:

- Provide technical support for CRRIC's digital platforms and internal systems.
- Manage and maintain computer systems, networks, and software applications.
- Troubleshoot and resolve hardware and software issues.
- Assist in the implementation of new technologies to improve operational efficiency.
- Support staff and volunteers with IT-related inquiries and training.

Qualifications:

- Post-secondary education in Information Technology or a related field.
- Proficiency in MS Office applications, software, and databases.

- Experience with Google Drive (Docs, Sheets, Slides, Forms) and spreadsheets (Excel, Google Sheets, OpenOffice).
- Strong problem-solving skills and the ability to work independently.
- Excellent communication skills, both written and oral

2. Cyber Security Support Specialist

Responsibilities:

- Monitor CRRIC's digital infrastructure for security threats and vulnerabilities.
- Implement security measures to protect sensitive data and systems.
- Conduct regular security assessments and audits.
- Develop and enforce security policies and procedures.
- Provide training to staff on cyber security best practices.

Qualifications:

- Post-secondary education in Cyber Security, Information Security, or a related field.
- Knowledge of current cyber security threats and mitigation strategies.
- Experience with security tools and technologies.
- Strong analytical skills and attention to detail.
- Ability to communicate complex security concepts to non-technical staff.

General Skills and Abilities:

- Ability to communicate effectively at all levels of the organization.
- Demonstrated capacity to deal effectively and courteously with clientele, staff, and the public from diverse cultural and social backgrounds.
- Willingness to liaise and develop professional relationships with external partners.

Training and Development Opportunities: As a participant, you will engage in activities that support skill development relevant to the labor market, including customer service skills, cultural competencies, digital skills, administrative skills, health and security service skills, time management, resilience, building interpersonal relations, discipline, and self-control. Additionally, you will participate in activities that benefit the community, such as park or trail maintenance, beach cleanup, recycling programs, and food bank volunteering.

How to Apply: Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience to info@crric.org. Please specify the position you are applying for in the subject line of the email.

CRRIC is committed to employment equity and encourages applications from all qualified individuals, including women, Indigenous peoples, visible minorities, and persons with disabilities.