

SUMMER POSITION – BUSINESS SYSTEMS ANALYST - SHAREPOINT

Full-time Position, 35 hours per week

Proposed Start Date: June 1, 2021

Duration: 8 weeks

Compensation: \$24.25/hour plus standard employment benefits

Trade Facilitation Office (TFO) Canada is a non-profit organization whose mission is to improve lives by creating sustainable trade partnerships for exporters from developing countries with Canadian and foreign buyers. TFO Canada assists Small and Medium sized enterprises (SMEs) and Trade Support Institutions (TSIs) from developing countries to access international markets through information, advice and contact services. Since 1980, TFO Canada's internationally experienced project staff and sectoral experts have been providing trade promotion and capacity building services to tens of thousands of SMEs and TSIs from Latin America and the Caribbean, Africa, Asia and the Middle East.

REPORTING RELATIONSHIP: The Business Systems Analyst - Sharepoint will work under the supervision of the Director of Finance and Administration and in collaboration with members of the TFO Canada team.

The Analyst will support the Director of Finance and Administration with the implementation of the following activities:

- Mapping Sharepoint sites, subsites and folders
- Determining new structure for more efficient management of information
- Guiding the team in transition to the new structure and providing technical support and training

Job Responsibilities:

Specific responsibilities will include:

Phase 1:

- Support the Director of Finance and Administration to form a working group representing various teams and staff groups to work on the Sharepoint new structure
- Plan the mapping phase in collaboration with the working group
- Assist the working group members with implementation of the mapping phase e.g. set up and conduct meetings with TFO Canada work teams
- Collate information and present to the working group
- Support working group to develop new structure for Sharepoint

Phase 2:

- Support working group to present new structure to TFO Canada Staff
- Develop plan to put in place new structure with the working group
- Write up new protocols for new structure to be used by TFO Canada Staff
- Assist with implementation of new structure by working with TFO Canada teams, providing guidance and training where necessary

REQUIREMENTS:

- Between 15 and 30 years of age to qualify under the Canada Summer Jobs 2021 Program
- A relevant diploma or degree, example Computer Studies
- Good spoken and written English communications skills
- Good computer applications skills, particularly Sharepoint
- Some work experience in a related field
- Well organized and highly professional

- Self-starter and independent worker
- Able to work well in a team and remotely

Application Instructions:

1. Application deadline: 21 May 2021
2. Send a cover letter and a current C.V. to Human Resources – hr@tfoCanada.ca
3. Please indicate 'Summer Position – Sharepoint' in the subject line.

Only candidates to be interviewed will be contacted.

4. Candidates may also apply through Canada Summer Jobs #3501742 www.jobbank.gc.ca.

This position is partially funded by Canada Summer Jobs 2021.

TFO Canada strives to ensure gender equality for men and women in their participation in TFO Canada's programs, projects and activities, and also in TFO Canada's employment, contracting and management opportunities.

For more information on TFO Canada visit www.tfoCanada.ca