



Program Officer, Immigration
Pay Band 4
(\$50,128 - \$70,070 per annum)
Open Competition
Location: ONB office within New Brunswick

Proactive • Professional • Accountable • Client Focused

Opportunities NB (ONB) is New Brunswick's lead business development corporation working with companies inside and outside the province to drive economic growth and job creation in the province. A nimble, results-driven and client-centric organization, ONB is a Crown Corporation, strategically led by a private sector Board of Directors, made up of business leaders from New Brunswick companies and academia. ONB believes strongly in the future of New Brunswick and since its inception on April 1, 2015, has successfully been the catalyst for competitive and innovative economic growth and job creation for the benefit of New Brunswick today and for generations to come.

Recognized as one of Canada's Most Admired Corporate Cultures for 2018 and recognized as one of Atlantic Canada's Top Employers for five consecutive years, from 2017 - 2021, ONB is seeking a Program Officer to join the Immigration team. Join a dynamic team of business professionals who are passionate about growing New Brunswick's economy, are committed to giving back to the community, and value making a difference.

Love where you work. Love what you do. Come work for us.

Who are you?

- You have a minimum of 4 years of experience in public or private sector
- You have a post-secondary degree preferably in Business Administration, Social Science or a related field
**An equivalent combination of education, training, and experience may be considered
- You are recognized for your bold ideas, innovative solutions and creative problem solving
- You thrive when working on multiple projects and are recognized for delivering outstanding work within tight deadlines
- You are recognized for your attention to detail, organizational skills and ability to prioritize deliverables
- You are equally comfortable and effective working with Executives, external stakeholders, clients and all levels of the organization
- You have well-developed influencing and relationship management skills
- You value recognition, giving back to the community and camaraderie with your colleagues

As a Program Officer, you will:

- Report to the Manager, Immigration Team
- Conduct in-depth analysis and assessments of immigration applications and make recommendations to the Manager

- Develop and present immigration information and programs to provincial, national and international stakeholders
- Participate in the tracking and monitoring of Provincial Immigration Programs and the compilation of results to determine program outcomes
- Assist in promoting program information
- Provide research, analysis and relevant information regarding immigration trends as required
- Establish, promote and maintain working and respectful relationships between community groups and government in regard to immigration, settlement and cross-cultural sensitivities;
- Monitor compliance with program guidelines, procedures, policies, standards and regulations

Language:

Written and spoken competence in French and English is required. ***Please state your language capability.***

Operational requirement:

This position is located within the Province of New Brunswick in one of our ONB offices, with occasional international travel and work beyond regular business hours (8:15 a.m. - 4:30 p.m.).

What can ONB offer you?

- Comprehensive benefits package which includes paid vacation, Health and Dental Plan, Life Insurance, Long-Term Disability Plan and the Public Service Shared Risk Pension Plan
- Career growth, development and continuous learning opportunities
- Opportunity to be involved in ONB events that give back to our community
- Positive and inclusive work culture

How to apply?

- Candidates are required to demonstrate on their applications how, when, and where they have acquired the qualifications and skills required for this position
- Resumes should be in chronological order specifying the beginning and end dates in month and year format for all completed education and employment including part-time and full-time employment
- ***Please ensure that preferred language for assessment is identified on your resume***

Apply on-line at www.ere.gnb.ca, by email to humanresources@onbcanada.ca, or by mail to the address below by **July 25, 2021** competition number: **R50-2020/21-1666**

Place 2000
ONB Employee Experience
4th floor, 250 King Street
Fredericton, NB E3B 9M9

We thank all those who apply however only those selected for further consideration will be contacted.

This competition may be used to fill future vacancies at the same level.