Invites applications for the following position(s):

**COMPETITION NUMBER: 044**

**Administrative and Professional Staff (APSA)**

**Continuing Position**

**MANAGER, PRESIDENT’S PORTFOLIO ADMINISTRATION, GRADE 10**

**OFFICE OF THE PRESIDENT**

**POSITION NUMBER:** 122791

**POSITION OUTLINE:**
The Manager plays a key role in managing the administrative, operational and financial functions of the President's Portfolio including the President's Office, the General Counsel and the University Secretariat (Board of Governors’ Office, the Ombudsperson Office, the Human Rights Office, and Internal Audit and University Archives). The Manager develops and implements administrative policies, procedures and systems; collaborates with internal and external stakeholders, including VPs, Deans, donors and government officials on strategic initiatives; manages sensitive issues of high impact to the University’s reputation; and ensures the administration of legal and ethical frameworks. The Manager provides ongoing support and input to the Executive Director regarding planning issues and strategies for the portfolio unit.

**QUALIFICATIONS:**
- Bachelor's degree in Business, Communications, Public Policy, or a related discipline, with five years of related experience in administrative and financial management; supporting high-profile issues that have reputational consequences to an organization; gathering, synthesizing and disseminating information of a sensitive nature or an equivalent combination of education, training and experience.
- Excellent knowledge of ethics guidelines, and related university policies, procedures.
- Excellent knowledge of financial administration, and accounting principles and procedures.
- Excellent public policy and administration skills, including sensitivity to, and understanding of issues and interests related to post-secondary education.
- Excellent interpersonal and communications skills (verbal, written and presentation), and the ability to interact and communicate effectively with many levels of stakeholders, as well as Ministerial and government officials.
- Excellent organizational, analytic and problem-solving skills.
- Excellent supervisory and team leadership skills.
- Ability to manage multiple demands and meet deadlines.
- Ability to manage sensitive discussions.
- Ability to provide consultative advice, collaborate with others, and exercise sound judgement and initiative.
- Ability to explain and apply policies.
- Ability to demonstrate tact and diplomacy, and exercise discretion when dealing with highly sensitive information.
- Proficient in the use of web, database, spreadsheet, and word processing applications.
- Strong research and analytical skills, and the ability to deliver high-quality products under time-constraints.
- Advanced writing and editing skills, and the ability to synthesize and coordinate the presentation of information in response to a variety of sensitive and confidential issues.

**SALARY RANGE:** $68,423 - $81,710 per annum

**START DATE:** March 15, 2018

A detailed resume and cover letter quoting Competition #044 must be received in our office by 4:30 pm on February 5, 2018, addressed to the attention of Bela Barros, Human Resources Advisor. Please follow the application instructions at: [http://www.sfu.ca/hr/prospective_employees/HowToApply.html](http://www.sfu.ca/hr/prospective_employees/HowToApply.html).

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

*The University is committed to the principle of equity in employment*

A more detailed job description may be obtained at [www.sfu.ca/jobpostings](http://www.sfu.ca/jobpostings).