



Keewatin Tribal Council

Employment Opportunity

KEEWATIN TRIBAL COUNCIL

INFORMATION TECHNOLOGY TECHNICIAN / SYSTEMS ADMINISTRATOR

FULL TIME POSITION

Location: Thompson, MB

Purpose of Position:

Under the supervision of the Senior IT Technician / Systems Administrator, this position will assist, support and manage all technology-related services across Keewatin Tribal Council's departments and suboffices. This role plays a key part in ensuring secure, efficient, and modern IT systems are implemented and maintained.

Responsibilities will include, but are not limited to:

- Assist and support the installation and maintenance of computer systems, including hardware and software troubleshooting, network configuration, phone systems, camera systems, and software license management.
- Ability to configure switches, firewalls and servers
- Communicate technical solutions clearly and provide guidance or mentoring to team members to increase technical knowledge and improve overall productivity.
- Develop and deliver training to support staff adoption of new technologies and processes.
- Monitor and evaluate IT initiatives, research emerging technologies, and provide recommendations to enhance IT capabilities across the organization.
- As requested, provide responsive support to front-line users for technical issues and service requests.
- Assist with the design, implementation and coordinate internal systems, IT policies, and procedures to ensure effective operations.
- Ensure regular monitoring and maintenance of data security, network access, and system backups.
- Collaborate with the Finance Manager to support IT-related budgeting and procurement processes.
- Manage relationships with IT vendors and partners, and identify opportunities for improvement in technology services for KTC staff.

- Build strong working relationships with employees across departments, empowering users through IT knowledge and support.
- Setup Video conferencing, Zoom meetings, and Press Conferences as requested
- Assist with the maintenance of the KTC Website
- Assist with the setup of press conferences
- Assist with the implementation of the information boards
- Assist the KTC Youth Community Coordinators in the communities
- Assist in the design of a KTC or SKY Nations newsletter, information pamphlet, website
- Attend training events on-line, in-person or other acceptable means of acquiring new or improved skills

Qualifications:

- 3 - 5 years of experience overseeing an IT department and/or an IT Help Desk/Service.
- Post-secondary education in Computer Science or a related field, or equivalent experience and demonstrated skills.
- Energetic team player with a high degree of initiative and innovation.
- Able to work independently with minimal supervision.
- Strong troubleshooting and problem-solving skills.
- Solid understanding of modern IT systems, tools, and best practices.
- Adaptable to rapid changes in the work environment; previous experience working with or supporting a First Nation community is considered an asset.
- CompTIA Certification would be an asset, CCNA would be an asset

Application Instructions:

A cover letter with detailed resume, including two references of most recent employers, to be sent to:

Attention: Lisa Beardy, Office Manager
 Keewatin Tribal Council Inc.
 23 Nickel Road
 Thompson, Manitoba
 R8N 0Y4
 Fax No.: 204-677-0256
 Email: lbeardy@ktc.ca

Applications will be accepted until position is filled.

We would like to thank those that apply for the position, but only those being considered for an interview will be contacted.