

# Employment Opportunities



**Position:** Project Analyst  
**Service Area:** Siksika Nation Engineering Services (SNES)  
**Location:** Siksika Nation  
**Salary:** Based on Education and Experience  
**Date Posted:** November 10, 2023  
**Closing Date:** November 24, 2023  
**Competition Number:** SNESPA-01-11-10-23

## POSITION SUMMARY:

The Project Analyst will set up timely and accurate delivery of all analytical information. Reporting departments budget, projects progress, regularly review the integrity of company information database, reporting systems, provide direction for the department staff training & development, and project implementation. Gather, arrange, and inspect data using various procedures to deduce information that can be used to shape the trajectories of companies for Siksika Nation Engineering Services.

## DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Support the management of an integrated reporting and analysis system using the appropriate information gather and analytical tools,
- Coordinate within Siksika Nation Engineering Services (SNES) and liaise with the Siksika Treasury Administration on budget phasing, expenditure projections and monthly financial reporting issues,

## MINIMUM QUALIFICATIONS:

### Required Knowledge, Skills, and Abilities

- Proficient knowledge of cost software and related principles, tools and techniques including budgeting, forecasting and cash flow.
- Proficient knowledge of Project Execution Procedures for Cost Management including Change Management.
- Proficient understanding of Work Breakdown Structure (WBS) and Cost Breakdown Structure (CBS) and project reporting capabilities.
- Proficient ability to develop project cost budgets and change estimates.
- Understanding of change management and associated cost and schedule processes.

## Education and Experience

- Bachelor's Degree in Project Management, Engineering, Computer Science, Education, Business, Accounting, Finance, Business Administration, Communication, Statistics, Mathematics, or in a relevant technical or business-related field required.
- Minimum five years reporting analyst or related work experience required.

## Other:

- Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.
- Current Criminal Record Check
- Valid Alberta Class 5 Driver's License
- Member of IAP2 Canada or completion of IAP2 Foundation Program will be an asset.

EMAIL [recruitment@siksikanation.com](mailto:recruitment@siksikanation.com) To Apply, Receive a Job Description or Employment Application form.  
CALL 403-734-5567 or 403-734-5579 to learn more.  
WEBSITE [www.siksikanation.com](http://www.siksikanation.com)

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.