



OSFI is a world-class financial regulator responsible for the regulation and supervision of all federally registered Canadian financial institutions. OSFI also monitors federally regulated private pension plans and provides actuarial advice to the Government of Canada. OSFI's prime responsibility is to protect the rights and interests of policyholders, depositors and pension plan members, and contribute to public confidence in Canada's financial system.

Position Title: Audit Support Officer (RE-04), Internal Audit

Salary Range: \$62,800 to \$81,000

Closing date: December 3rd, 2014, 11:59pm Pacific Time

Duties:

The Audit Support Officer will provide a range of strategic and operational support services to Internal Audit and the Departmental Audit Committee (DAC), both independent and objective functions that provide advice and recommendations to the Superintendent regarding OSFI's risk management, governance and control processes. This position acts as the Secretariat for the Audit Committee and manages the provision of authoritative advice and recommendations to the committee. This position efficiently and professionally facilitates the daily operations of Internal Audit.

Qualifications:

- Successful completion of post-secondary education in a field relevant to the work to be performed (e.g. business administration, commerce, public administration, or other relevant area) OR a combination of education and experience.
- Recent and significant experience with an executive-level committee in an operational secretariat function, working closely with committee members (including scheduling and coordinating meetings, managing and setting agendas and the proper preparation and flow of information to members).
- Recent and significant experience drafting agendas, briefing notes, meeting minutes and decision points for an executive audience.
- Recent and significant experience in researching and analyzing information in a support function.
- Knowledge of corporate governance practices, including the role of the Audit Committee and Internal Audit.
- Knowledge of project management techniques.
- Knowledge of planning executive level meetings.
- Critical Thinking
- Interpersonal Communication
- Judgment
- Results Orientation
- Excellent written communication skills
- Excellent oral communication skills

To apply for this position or for more information, please [click here](#) (or go to www.jobs.gc.ca of the Public Service Commission of Canada).