

Job Posting
Saskatchewan NDP Caucus Office
Issues Management Officer I (Sessional)

To apply, please submit a resume and brief cover letter no later than 5:00 p.m., Sunday, February 12, 2012.

**Salary & Hours of Work: As per Collective Agreement
COPE 397 & NDP Caucus**

Start Date: March 1, 2012 (negotiable)

Closing Date: 5:00 p.m. Sunday, February 12, 2012

Send applications to:

Cheryl Stecyk
Director of Administration & Human Resources
Room 265 – 2405 Legislative Drive
REGINA SK S4S 0B3
Fax: (306)787-6347
Email: cstecyk@ndpcaucus.sk.ca

Saskatchewan New Democratic Party Caucus Office

Position Title: Issues Management Officer I (Sessional)

Position Summary:

The successful applicant will assist in formulating and conducting various issue management projects. This will be typically accomplished through the collection and analysis of information. The successful applicant will be required to present the data in verbal and written form to the New Democratic Party Caucus Management Team and Members of the New Democratic Party Members of the Legislative Assembly.

Key Duties and Responsibilities:

- Identify issues of political relevance and provide recommendations to the Management Team and Members on developing them from a policy and political perspective;
- Analyze Government and Opposition policies;
- Assist on special projects as requested by the Leader of the Opposition, the Management Team or Members;
- Acquire in-depth knowledge of all Members of the Legislative Assembly (ie: previous and current positional statements);
- Provide support to Members during Committee;
- Work with Federal and Provincial counterparts, New Democratic Party Provincial Office staff, and New Democratic Party Constituency Assistants on issues of shared interest;
- Solicit policy advice from third parties;
- Assemble information packages for Members on legislation, motions, 75-minute debates, estimates, and budget debate; and
- Monitor provincial media for political issue identification.

Qualifications and Experience:

- University Degree in a related discipline (or working toward the same);
- Exceptional oral and written communication skills;
- Demonstrated ability to present information in a variety of formats;
- Motivated self-starter with an ability to manage multiple tasks in a high-pressure work environment;
- Ability to prioritize competing demands with minimal supervision;
- Demonstrated ability to work varied hours with minimal notice;
- Strong interest in politics; and
- Membership in good standing with the Saskatchewan New Democratic Party.