



## Saskatchewan Information and Privacy Commissioner

**Are you highly motivated and have excellent communication skills?**

### **PORTFOLIO OFFICER**

The Office of the Saskatchewan Information and Privacy Commissioner is seeking an individual to fill the temporary position of Portfolio Officer (six month term, November 2010 to April 2011).

Reporting to the Director of Compliance, you will assist with the examination and resolution of diverse access to information and privacy issues arising from *The Freedom of Information and Protection of Privacy Act*, *The Local Authority Freedom of Information and Protection of Privacy Act* and *The Health Information Protection Act*.

You will monitor compliance with the Acts, mediate between individuals and public sector organizations and health trustees on access and disclosure issues; and generally uphold the access and privacy rights of Saskatchewan residents. You will use your proven communication skills and proactive work style to investigate, analyze and resolve cases and complaints. You will promote public awareness through accessible education programs.

Your strong interpersonal skills and flexibility are required to work in this multi-disciplinary team environment. You will be based in Regina but may be required to travel throughout the province.

**Qualifications:** University degree plus considerable directly related experience in legislative and policy interpretation, investigations, research and analysis, negotiation and mediation are required. Familiarity with Microsoft Windows XP and Microsoft Office is essential. Knowledge of Saskatchewan and Canadian access and privacy legislation would be an asset. Knowledge of the Saskatchewan health care system and information technology would also be an asset. Equivalences may be considered.

This is an Order-in-Council appointment. The successful candidate shall be subject to a Criminal Record Check as a condition of employment.

For more information on this position please see: [www.oipc.sk.ca](http://www.oipc.sk.ca)

Please submit your resume in confidence on or before September 3, 2010 by 5:00 p.m. to:

**Ms. P. Scott, Director of Operations**  
**Saskatchewan Information and Privacy Commissioner**  
**503 – 1801 Hamilton Street**  
**Regina, Saskatchewan**  
**S4P 4B4**  
**Facsimile (306) 798-1603**  
**E-mail: [pscott@oipc.sk.ca](mailto:pscott@oipc.sk.ca)**

We thank all candidates for their interest. Only those selected for interviews will be contacted.