



**Piapot  
First Nation**

General Delivery  
Zehner, SK S0G 5K0  
Ph: 306.781.4848  
Fax. 306. 781-4853  
[piapotnation.com](http://piapotnation.com)

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## **Information Technology Analyst – One Full-Time Position on site**

### **About Piapot First Nation**

Piapot First Nation (PFN) is located northeast of Regina, with a population of approximately nine hundred members on reserve. Piapot controls lands which are comprised of over 19,000 hectares located throughout Saskatchewan. With an abundance of community programs, we take pride in our Nation, ensuring we maintain our cultural and spiritual teachings, which are of utmost importance in our daily operations.

### **Job Summary:**

The Information Technology Analyst will report to the First Nation Band Administrator. This position will be responsible for managing all of Piapot employees IT hardware and software set up requirements as needed.

### **Responsibilities will include, but not limited to:**

- Plan and oversee the installation and maintenance of computer systems, hardware and software troubleshooting and updates, network configuration, phone system manipulation, camera systems and software license control
- Ability to communicate and provide team members guidance and mentoring on technical solutions while increasing general productivity
- Develop and provide training to support new technology and processes
- Monitor and analyze the IT initiatives and projects and continually develop and evaluate new technologies and tools for the organization and make recommendations
- Provide support for front line users with their IT issues
- Design, develop and implement and coordinate systems, policies and procedures
- Ensure security of data, network access and backup systems and monitored and maintained regularly
- Work in collaboration with the Finance manager for all the IT budget's needs.
- Manage relationships with IT partners and identify improvements to enhance IT for Piapot employees
- Build strong working relationships with all employees to empower them to learn about IT

### **Qualifications:**

- 1-3 years of experience overseeing an IT department and/or an IT Help Desk/Service
- Post-secondary education in Computer Science, and/or or related field with experience/skills
- Energetic team player with a high degree of initiative and innovation
- Hard working and able to work effectively without constant supervision
- Strong troubleshooting and problem-solving skills
- Strong grasp of modern information technology systems



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- Ability to work in a quick changing environment and working in a First Nation community will be considered an asset

**DEADLINE: Monday November 4<sup>th</sup>, 2024 @ 4:30 PM**

If you are interested in applying for this position, please send a cover letter detailing your qualifications with your resume and three current work-related references to:

**Email: [hr@piapotnation.com](mailto:hr@piapotnation.com)**

ATTENTION: Human Resources

Piapot First Nation

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*We thank all those that apply, however, only those that are selected for an interview will be contacted. Piapot First Nation relies on The Saskatchewan Human Rights Code to give preference in employment; therefore, please indicate your status on the cover letter.*