IT SUPERVISOR - THE PAS-KAMEESAK BYELECTION

Term: 2026 The Pas-Kameesak Byelection, election date to be determined
Location: The Pas, MB
Salary: $22.00/hour
Closing Date: Applications will be reviewed as received – position open until filled

Elections Manitoba is seeking an IT Supervisor to provide technology support and assistance to end-users for network-related issues, including connectivity problems, system access, internal applications, and voting technology in the local election office and in polling places. The IT Supervisor ensures that office equipment is set-up and functioning, manages the inventory and deployment of voting technology and supports staff training sessions.

QUALIFICATIONS

- Microsoft Office software proficiency (Word, Excel, Outlook, and PowerPoint) in an office environment and in a technical capacity.
- Experience using a variety of software applications, especially windows-based computer applications.
- Ability to set-up and take-down computer equipment, including the physical ability to set up network cables and power sources throughout the local election office and polling place.
- Ability to enter data into computer applications, including the ability to upload and download data
- Strong planning and organizational skills and the ability to complete tasks according to set processes and timelines.
- Excellent communication and inter-personal skills to provide coaching and guidance in a busy and demanding environment.
- Flexibility, in dates and hours of work and changing circumstances.

Desired:

- Experience providing technical support services to clearly convey technical information and direction to non-technical users.
- Knowledge of French
- Experience working in an election

CONDITIONS OF EMPLOYMENT:

- The incumbent must be, and remain, politically non-partisan in both perception and fact.
- Must be legally entitled to work in Canada.

SEND YOUR APPLICATION TO:

Elections Manitoba
Attention: Operations Department
120-200 Vaughan Street, Winnipeg, MB R3C 1T5
Email: operations@elections.mb.ca

For more information, please email operations@elections.mb.ca, or phone 204-945-5336.

Only those who are selected for further consideration will be contacted for an interview.