

# SENIOR PROCESSING OFFICER

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The *Ontario Immigrant Nominee Program* (OINP) is an economic immigration program run by the Ontario Ministry of Citizenship and Immigration. The program operates in partnership with the federal government through Immigration, Refugees and Citizenship Canada (IRCC) and allows Ontario to nominate skilled individuals for permanent residence in the province. The federal government has recently increased the province's allocation of nominations to 6000. The OINP is looking for several **Senior Processing Officers** to support the processing of this increased allocation to ensure that the nomination target for 2017 is met.

Your ability to use your analytical and problem solving skills to identify issues, gather and assess relevant information will help you succeed in this role. You will rely on your interpersonal communication skills to build relationships with internal and external stakeholders and will provide information to them using your strong written communication skills.

## In this role, you will:

- Assess applications for the Ontario Immigrant Nominee Program in accordance with established program criteria;
- Communicate with applicants (or their representatives) on matters relating to their application;
- Gather and assess information to develop and draft written decisions; and
- Interpret and apply relevant legislation, apply knowledge to identify suspected fraud or misrepresentation and prepare correspondence to applicants.

## Qualifications:

- Post-Graduate Degree in a related field (public policy, public administration, political science, etc.) and/or 2-3 years of related work experience.
- Ability to identify, gather and assess relevant information to support decision making and identify fraud of misrepresentation of information.
- Strong written and oral communication skills with the demonstrated ability to communicate with internal and external stakeholders of all levels.

<b>How To Apply:</b>	✓ Please submit your cover letter and resume to <a href="mailto:spo@hrassociates.ca">spo@hrassociates.ca</a> by June 16, 2017. Please note that we will be reviewing applications on a rolling basis.
<b>Position Details:</b>	✓ Fixed term contract (July – September) ✓ Located in downtown Toronto ✓ <b>Fixed</b> start date of <b>July 10, 2017</b> ✓ Requires candidates to complete a criminal background check



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