

# Manitoba Government Job Opportunities

## Senior Capital Project Manager/Portfolio Manager

### PM3 Planning Program Analyst (PM3); PM4 Planning Program Analyst (PM4)

Term/full-time

Department of Education and Early Childhood Learning  
Capital and Space Expansion , Early Learning and Child Care  
Winnipeg MB

**Advertisement Number:** 43302

**Salary(s):** PM3 \$72,664.00 - \$93,620.00 per year ; PM4 \$81,213.00 - \$106,027.00 per year

**Closing Date:** September 15, 2024

**The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).**

**Employment Equity is a factor in selection for this competition. Consideration will be given to Indigenous people and persons with disabilities.**

**An eligibility list may be established to fill current and future for regular, term, part-time and/or full-time positions throughout the province and if established will remain in effect for up to 12 months.**

### Introduction

The Department of Education and Early Childhood Learning is looking for a qualified candidate to fill the Planning Program Analyst 4 and Planning Program Analyst 3 (PM4/PM3) positions located in Winnipeg.

The Manitoba Government has a comprehensive benefit package which includes extended health care, health spending account, dental care, vision care, long term disability insurance, group life insurance, maternity/paternity leave, family related leave, and a defined pension plan (some pension plans allow for portability between the Civil Service Superannuation Board and employers).

The Early Learning and Child Care division provides policy leadership for Manitoba's Early Learning and Child Care (ELCC) system, ensuring high-quality, inclusive, safe, and healthy early learning environments for children. The Capital and Space Expansion Branch oversees Manitoba's ELCC capital and space expansion programs. It is responsible for delivering on Manitoba's commitment to create 23,000 new child care spaces under Manitoba's bilateral agreements with Canada on early learning and child care. Working collaboratively with internal and external partners, the branch leads capital development projects and supports all expansion proponents with wrap-around and coordinated resources to ensure on-time opening and sustainability of programs.

Capital Project Planning and Delivery (CPPD) is a division within the Department of Consumer Protection and Government Services and is responsible for the delivery of all construction related capital projects for the departments of Agriculture, Consumer Protection and Government Services, Education and Early Childhood Learning, Environment and Climate Change, Housing, Addictions and Homelessness, Justice, Manitoba Legislative Building, Manitoba Water Services Board, Municipal and Northern Relations, and Economic Development, Investment, Trade and Natural Resources. This division of government consists of capital project management and technical staff and together this team delivers the mission of the Central Capital program.

To be considered for this competition you must submit an application form, resume and cover letter. See below for further instructions.

[Click here to access the application form.](#)

### Conditions of Employment:

- Must be legally entitled to work in Canada
- Must provide and maintain a satisfactory Criminal Record Check with Vulnerable Sector Search
- Must provide and maintain a satisfactory Child Abuse Registry Check
- Must have a valid Class 5 Driver's Licence and access to a vehicle
- Must be able to travel throughout Manitoba as required
- Must be able to work overtime as required
- Must be able to perform the physical requirements of the position for extended periods of time (e.g. working alone, operating equipment, exposure to varied weather conditions, crawling, climbing ladders & scaffolds, vibrations, noise, dust, lifting up to 25 KG, and wearing personal PPE)

**Qualifications:****Essential:**

- Completion of an advanced post secondary degree in a related field such as project management, engineering, architecture, facility management, business administration or public administration. An equivalent combination of education and experience may be considered.
- Extensive experience in the field of capital planning and/or project management, including design and construction, contract management and managing interdisciplinary teams.
- Extensive knowledge of the principles and techniques of capital planning and project management and demonstrated ability to apply that knowledge to assigned projects.
- Strong problem solving, innovation and decision making skills with the ability to demonstrate sound judgement and resolve complex issues
- High level of political acumen for navigating sensitive and confidential issues with tact and diplomacy.
- Financial management and budgeting experience.
- Experience working within a regulatory environment including interpreting and applying statutes, regulations, policies, etc.
- Ability to organize and prioritize workload to meet competing deadlines.
- Strong interpersonal skills with the ability to develop and maintain strong working relationships with internal and external stakeholders in a diverse environment.
- Strong oral communication skills with the ability to communicate clearly and concisely with senior leaders and officials, external stakeholders and members of the public.
- Strong written communication skills, which includes experience preparing and editing a variety of finished decision documents for senior leaders such as briefing notes, treasury board submissions including in-year capital submissions, reports, proposals, policy positions, and/or background papers
- Proficiency with Microsoft Office programs (Word, Excel, PowerPoint, and Outlook) and Project Management software

**Desired:**

- Project Management Professional (PMP) certification, Lean Six Sigma, Prince2 or a related field.
- Knowledge of and/or experience within the education and early learning and child care sectors

**Duties:**

The Portfolio Manager is responsible for managing a team of Capital Planners, Project Managers and Project Coordinators. The Portfolio Manager provides leadership in capital planning, management and delivery of a portfolio of projects for Education & Early Childhood Learning, and other portfolios as required. The Portfolio manager collaborates with peers and staff within Early Learning and Child Care Division and Capital Project Planning and Delivery to standardize and continuously improve capital planning and project management processes and tools.

The Senior Capital Project Manager is responsible for administering a portfolio of capital projects. This includes overall project management responsibilities, including design, timelines, deliverables, issues, and development of critical federal and provincial documents, in managing large and complex provincial priority projects. The Manager works collaborative with multiple internal and external stakeholders of varying professional backgrounds to deliver on ELCC capital targets.

**Apply Now:**

Advertisement # 43302  
Talent Acquisition  
Human Resource Services  
600-259 Portage Avenue  
Winnipeg, MB, R3B 2A9  
Phone: 204-945-7518  
Fax: 204-945-0601  
Email: [govjobs@gov.mb.ca](mailto:govjobs@gov.mb.ca)

**To be considered for this competition you must submit an application form, resume and cover letter. Complete the application form at the link below or contact Human Resource Services under "Apply to" to request a copy of the application form. The selection board will rely only on information provided in this form, resume and cover letter to determine whether a candidate will be invited for further assessment. Note: You are not required to submit a cover letter, but may be asked to submit references, or other documentation at a later point if invited for further consideration.**

[Click here to access the application form.](#)

**WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.**

**Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.**

**Please be advised that job competitions for represented positions may be grieved by internal represented applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.**

**We thank all who apply and advise that only those selected for further consideration will be contacted.**

---

**People. Purpose. Progress.**

[manitoba.ca/govjobs](https://manitoba.ca/govjobs)



Any personal information provided including employment equity declarations will be used for employment and/or statistical purposes and is protected by The Freedom of Information and Protection of Privacy Act.

**Alternate formats available upon request**