



Office of the  
Saskatchewan Information  
and Privacy Commissioner

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If you value and respect access to information and personal privacy rights of Saskatchewan citizens, we want to speak with you!

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## **INTAKE OFFICER**

### **Term – 12 Months**

As an Intake Officer, you will be the first point of contact for applicants and complainants who want a review of an access decision or want an investigation into an alleged breach of privacy. You will also be the first point of contact for citizens requiring advice on access and privacy matters. Your superior communication skills will allow you to liaise with individuals and public bodies to obtain, exchange and clarify information. Your ability to collaborate and problem solve is essential in this position. You will be a team player with excellent interpersonal skills. Typically, the knowledge and abilities necessary for this position would be obtained through the completion of a University degree and/or experience in the access and privacy field. You will have excellent computer skills and have a working knowledge of MS Windows 10, MS Office 365 and Adobe Acrobat Pro. Preference will be given to an individual who has completed, is enrolled, or is willing to be enrolled in the Information Access and Protection of Privacy (IAPP) Certificate through the University of Alberta

This position is classified at an MCP 5 rate with a salary range of \$5,825 to \$7,574 per month.

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

To explore this opportunity further please forward a cover letter and resume in confidence **on or before May 25, 2022 by 5:00 p.m.** to [daldridge@oipc.sk.ca](mailto:daldridge@oipc.sk.ca).

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