



<https://www.internshipscanada.online/job/oag-internships/>

OAG Internships 2023 / 2025 New Hiring

Description

The OAG Internship Program Coordinator will play a crucial role in supporting the Auditor General of Canada's commitment to fostering the growth and development of the next generation of public service leaders. This position involves coordinating the OAG Internship Program, an initiative designed to provide interns with an immersive experience in public auditing and the workings of the OAG.

Responsibilities

- **Program Coordination:** Plan, coordinate, and administer the OAG Internship Program, including recruitment, selection, onboarding, and mentorship of interns.
- **Intern Support:** Provide guidance and support to interns throughout their internship, helping them engage with OAG activities and achieve their learning objectives.
- **Collaboration:** Work closely with OAG teams to identify suitable projects and tasks for interns, ensuring their work aligns with department goals.
- **Mentorship:** Match interns with experienced mentors within the OAG to facilitate skill development and career growth.
- **Evaluation:** Assess intern performance, provide feedback, and contribute to the continuous improvement of the internship program.
- **Reporting:** Generate reports and data analysis related to the success and impact of the OAG Internship Program.
- **Outreach:** Promote the program and engage with educational institutions to attract a diverse pool of qualified intern candidates.
- **Compliance:** Ensure the program complies with government regulations and policies.

Qualifications

- Bachelor's degree in a relevant field (e.g., public administration, education, human resources).
- Strong organizational and communication skills.
- Ability to work collaboratively and adapt to changing priorities.
- Knowledge of government regulations and policies related to internships is an asset.
- Passion for developing talent and fostering learning opportunities.

Job Benefits

- **Salary and Compensation:** You will receive a competitive salary or stipend commensurate with your qualifications and experience. Government salaries are typically structured according to established pay scales and may include annual increases.
- **Health and Dental Benefits:** Government departments often provide comprehensive health and dental insurance coverage, ensuring you and your dependents have access to medical services and treatments.
- **Pension and Retirement Plans:** You may be eligible to participate in a

Hiring organization

Auditor General of Canada

Employment Type

Intern

Duration of employment

3 Months

Industry

Government Administration

Job Location

Ottawa, Ontario, Canada, K1,
Ottawa, Ontario, Canada

Working Hours

09

Date posted

April 19, 2024

Valid through

30.10.2026

government pension plan, such as the Public Service Pension Plan, which offers financial security in retirement.

- **Paid Time Off:** This includes vacation days, statutory holidays, and personal leave, allowing you to maintain a healthy work-life balance.
- **Professional Development:** Government departments often offer opportunities for training and professional development, which can include workshops, courses, and certifications to enhance your skills and knowledge.
- **Work-Life Balance:** Government organizations tend to prioritize work-life balance, which can include flexible working hours, telecommuting options, and family-friendly policies.
- **Job Security:** Government jobs generally offer greater job security compared to the private sector, with stable employment and protection against arbitrary dismissal.
- **Employee Assistance Programs:** These programs provide support and resources for personal and professional challenges, including counseling services and referral programs.
- **Tuition Reimbursement:** Some government departments offer tuition reimbursement or education assistance programs to help employees further their education.
- **Retirement Savings Plans:** In addition to pensions, you may have access to retirement savings plans like the Registered Retirement Savings Plan (RRSP) or the Tax-Free Savings Account (TFSA).

Contacts

1. Prepare Your Application Materials:

- Update your resume to reflect your qualifications, experience, and relevant skills.
- Write a cover letter that highlights your interest in the position, your qualifications, and how your experience aligns with the responsibilities outlined in the job description.

2. Review the Application Deadline:

- Make sure to note the application deadline mentioned in the job description. Ensure that you submit your application before the specified date.

3. Submit Your Application:

- Send your application materials to the designated application email address or website link provided in the job description. If there is an email address, compose an email with your resume and cover letter as attachments. If there's a website link, follow the provided instructions for submitting your application online.

4. Follow Instructions Closely:

- Pay close attention to any specific application instructions or requirements mentioned in the job posting. This may include using a particular subject line in your email or filling out an online application form.

5. Complete Application Form (If Required):

- If the application process includes an online form on the department's website, make sure to fill it out completely and accurately. This may include providing your personal information, uploading your resume and cover letter, and answering any required questions.

6. Proofread Your Application:

- Before submitting your application, carefully proofread your resume and cover letter to ensure there are no typos or errors.

7. Submit Your Application:

- Send your application by the specified deadline to ensure it is considered. Be sure to receive a confirmation of receipt if you're submitting it via email.

8. Follow Up (Optional):

- If you don't receive an acknowledgment of your application within a reasonable time, you may consider following up with the department to confirm that they received it.

9. Prepare for Interviews (if selected):

- If your application is successful, you may be contacted for an interview. Prepare by researching the department and the role and be ready to discuss your qualifications and experiences.