



170538 - IT Project Manager - Department of Finance - Permanent and Temporary

Government of PEI

📍 95 Rochford Street, Charlottetown, Prince Edward Island C1A 3T5

👤 4 Positions available

📅 Published on: September 26, 2025

📅 Expires on: October 15, 2025

JOB DESCRIPTION

The Department of Finance is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Equity, Diversity, and Inclusion Policy](#).

Our Vision: Forward-looking people, service, and technology.

Our Mission: Our Team proudly delivers quality IT expertise and advice with our partners to make citizen and business-centric service possible.

This position will be responsible for leading and managing projects to drive the organization's strategic goals and ensure alignment with its long-term direction. The projects are moderate to high complexity, enterprise-wide that crosses multi-disciplinary teams and organizations, involving complex business processes, high level of IT interconnections, diverse staff roles and/or resource allocation, and contain change management. The IT Project Manager will have direct responsibility for managing the project scope, schedule, resources, budget, and result expectations while following ePMO Project Management framework.

IT Project Manager will directly report to the Project Portfolio Manager and will mentor Associate IT Project Managers.

Duties will include but are not limited to:

- **Project Management:** Lead and manage projects to drive the organization's strategic goals and ensure alignment with its long-term direction. The projects will be moderate to high complexity, enterprise-wide that crosses multi-disciplinary teams and organizations with several key stakeholders, involving complex business processes, multiple technologies, diverse staff roles and/or resource allocation patterns. The IT Project Manager will report project progress to executive and steering committees and leadership. The IT Project Manager will have direct responsibility for managing the project within defined parameters; i.e. defined scope, schedule, resources, budget, and result expectations while following ePMO Project Management framework continuously improving skills and maintaining currency with industry approaches and standard ie agile.
- **Resource Planning and Management, Roadmap Development and Change Management:** Planning, allocating, and managing the use of financial, human and material resources to ensure projects are completed efficiently and within scope. This includes identifying resource needs, securing and managing both internal and external resources, balancing resource availability with project demands, and optimizing resource utilization to avoid bottlenecks or shortages.
- **Procurement Management:** Manages and provides oversight of the entire procurement process within a project, ensuring the acquisition of goods, services, or equipment aligns with organizational goals and project requirements. This includes developing and managing procurement plans and ensuring government procurement processes are followed and any required documentation is completed appropriately. Procurement process includes but is not limited to; participating in and coordination of bid

Job type	Permanent / Full-time
Work shifts:	Day
Work schedule:	37.5 hrs/week
Work location	Hybrid
Salary:	\$74,822.00 - \$93,561.00 CAD Yearly
Unionized:	Yes

Additional information

Job Opening ID:	• 170538
Department:	• Treasury Board Secretariat
Division:	• ITSS
Location:	• Charlottetown
Pay Level:	• 19
Hourly Salary Range:	• \$38.37 - \$47.98
Employment Type:	• Permanent
Employment Percentage:	• 100%

documents (e.g. RFP/RFI/RFQ, etc.), coordinating with suppliers, bid evaluation, negotiating and developing contracts.

- Collaboration and Other Duties as Required - Collaboration as part of IT Shared Services (ITSS) Team in other duties as required

Minimum Qualifications:

- Bachelor's degree in Information Systems, Computer Science, and Business or related field with relevant IT experience.
- Demonstrated equivalencies may be considered.
- MBA or other master's degree preferred.
- Project Management Certification.
- Project Management Training.
- Change Management Certification is preferred.
- Extensive experience in the IT industry.
- Considerable experience in managing information technology projects from initiation to closing using both waterfall and agile project management methodologies, tools and techniques.
- Considerable experience in business relationship management and dealing with clients.
- Considerable experience in resource management.
- Experience in technology procurement and/or contract management.
- Must be able to work independently and be highly self-motivated and directed.
- Must be able to liaise with and elicit cooperation from a wide variety of sources; deal tactfully with employees and contractors who provide a broad spectrum of services; be persuasive, encouraging and diplomatic, with conflict resolution skills.
- Strong organizational skills, a keen attention to detail, and the ability to manage multiple tasks concurrently.
- Strong knowledge of project planning/scheduling tools (for example, Microsoft Project Online and others).
- Strong knowledge of project management methodologies and frameworks (for example, the Project Management Institute or PRINCE2 and Agile approaches).
- Must have excellent presentation skills and communicate with confidence and efficiency to all levels of Government;
- Must be adept at conducting research; analyze and creatively problem solve; quickly understand an organization's goals and objectives.
- Must be able to communicate ideas in both technical and user-friendly language; actively listen; communicate well both orally and in written format; work collaboratively; effectively prioritize; and always maintain a customer service orientation.
- Awareness of current and emerging technologies.
- Knowledge and understanding of business needs, with the ability to establish and maintain a high level of customer trust and confidence.

Other Qualifications:

- The successful applicant must provide a satisfactory Criminal Records Check prior to beginning employment.
- Applicants must have a good previous work and attendance record.
- Additional relevant education and experience will be considered an asset.
- Applicants must be able to travel to work locations and have access to a vehicle as operationally needed

This competition may be used to fill future job vacancies.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.jobspei.ca. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.

Voted as one of Forbes' top 30 Best Employers in Canada for 2025

Closing Date:

- Wednesday , October 15, 2025 4:00 p.m.

Open To:

- Public , preference will be given to UPSE Civil Employees as per the UPSE Civil Collective Agreement .

Union:

- UPSE Civil

Required documents

- ✓ Resume

Optional documents

- ✓ Cover Letter

Work Permit - If you are not a Canadian citizen or permanent resident , please upload a copy of your valid work permit confirming your authorization to work in Canada .

- ✓ Certifications - If you hold any of the required or preferred certifications mentioned in the job posting , please upload them here .

International Education - If you earned your credentials outside of Canada, please upload any International Education Credential Recognition documents you have .

- ✓ Other

The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.

BENEFITS



3 weeks paid vacation annually



Health and dental benefits



Up to \$2,500 annual training funds



Health and dental benefits after 6 months



Hybrid options within PEI



Flexible working hours



Employee assistance program



Pension Plan