



SHAPE THE Future



173579 - Product Manager -Treasury Board Secretariat - Temporary

Government of PEI

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

👤 1 Position available

📅 Published on: June 3, 2026

📅 Expires on: June 30, 2026

JOB DESCRIPTION

The Treasury Board Secretariat 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.

The primary functions of this Manager position are:

- Strategic leadership, delivery, and continuous improvement of the Government of Prince Edward Island's enterprise Customer Relationship Management (CRM) platform, ConnectPEI. This role focuses on product lifecycle management, stakeholder engagement, agile delivery, integration and user adoption. The Manager ensures the platform aligns with government digital strategy and service delivery goals, while collaborating with internal teams to support consistent and integrated service delivery.
- Human Resource Leadership and Team Building for Product Team members
- System and Financial Resource Management
- Collaboration as part of IT Shared Services (ITSS) Management Team

The Manager ensures that the work of the section adds value by meeting the goals set by the ITSS Strategic Plan, the Digital Strategy and IMIT Foundations of the Government of PEI and provides subject matter expertise and recommendations to ITSS Senior Leadership and to the Deputy Minister's Digital and Information Advisory Council (DIAC).

Duties will include but are not limited to:

- Program Strategy and Governance
 - Maintain the strategic vision and product roadmap for an enterprise product/platform ie. ConnectPEI platform, ensuring alignment with enterprise goals and digital government priorities.
 - Facilitate cross-functional governance processes for platform intake, prioritization, and release planning, in collaboration with stakeholders and leadership.
 - Ensure product decisions adhere to enterprise architecture, digital service standards, and internal governance frameworks.
 - Coordinate strategic alignment with adjacent platforms (e.g., Enterprise Integration Platform, MyPEI, Application & Programming Support, Web Digital Office) to support a

- Job type: 2 years Temporary
- Work shifts: Day
- Work schedule: 37.5 hrs/week
- Work location: Hybrid
- Salary: \$104,423.00 - \$128,876.00 CAD Yearly

Additional information

- Job Opening ID:
 - 173579
- Department:
 - Treasury Board Secretariat
- Division:
 - ITSS
- Location:
 - Charlottetown
- Pay Level:
 - 21 Excluded
- Hourly Salary Range:
 - \$53.55 - \$66.09
- Employment Type:
 - Temporary
- Employment Percentage:
 - 100%
- Closing Date:
 - Tuesday, June 30, 2026 4:00 p.m.

unified digital service ecosystem.

- Lead the agile delivery lifecycle for enterprise product/platform ie. ConnectPEI, including discovery, design, development, testing, and deployment.
- Own and manage the product backlog and roadmap, prioritizing features based on user value, scalability, and continuous improvement.
- Champion user-centered design and adoption strategies to ensure solutions meet real needs and drive engagement.
- Collaborate with the ePMO to align delivery practices with PEI's project management standards and methodologies.
- Platform Enablement and Service Operations
- Guide the onboarding of new departments to the platform, including service mapping, process optimization, platform configuration, product budgets, forecasts, billbacks and training.
- Define and monitor performance benchmarks, service level objectives, and reporting mechanisms to ensure operational excellence.
- Partner with support teams to analyze recurring issues and user feedback, translating insights into actionable product improvements.
- Communicates vision and values of the organization, emphasizing excellence at all levels engaging all staff in the division
- Sets and communicates roles and expectations of team members to meet the goals of ITSS and Government
- Prepares capital budget submissions for projects which support the strategic plans
- Reviews technical costs for all Departments and Partners Capital and Management Plan submission; this includes Health PEI, Education and Crowns.

Minimum Qualifications:

- Bachelor's degree in Business Information Systems (BIS), computer science, or degree in business or related field with relevant IT experience. MBA or other master's degree preferred.
- [Demonstrated equivalencies will be considered.](#)
- Project Management and Program manager training and certification is an asset.
- Some experience in Supervision or Leadership
- Extensive experience in Management with sensitivity and commitment to business problem solving
- Some experience in Portfolio or Program Management
- Experience in the IT industry preferably in information technology projects, project and contract management, technology procurement, implementation, and support
- Extensive managing complex and multi-disciplinary digital and technology projects/teams driving digital transformation
- Experience is aligning IT strategies with business objectives to enhance efficiency, and deliver solutions
- Experience in overseeing IT projects/initiatives ensuring collaboration across diverse teams and stakeholders
- Experience working with CRM platforms is an asset
- Distinctive blend of business, IT, financial and communication skills. This blend is vital because this is a highly visible position with substantial impact.
- Good understanding of current and emerging technologies, and of how other enterprises are using them to drive digital business.
- Knowledge of project management methodology and experience or familiarity with major, defined program management approaches
- Significant knowledge of project/initiative planning/scheduling tools (for example, Microsoft Project Online and others), with a solid track record of practical application.
- Exceptional verbal and written communication skills; expertise in setting and managing partner expectations. Must be able to communicate ideas in both technical and user-friendly language.
- Effective influencing and negotiating skills in an environment in which this role may not directly control resources.
- Strong knowledge and understanding of business needs, with the ability to establish and maintain a high level of customer trust and confidence.
- Ability to support a tactical resource plan by mapping future demand to forecast project completions in the project portfolio.

Open To:

- Public

Union:

- Excluded

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

- Must be able to work independently and be highly self-motivated and directed;

Other Qualifications:

- the successful applicant must provide a satisfactory Criminal Records Check prior to beginning employment;
- Satisfactory Credit Check. You may be asked to complete a consent form authorizing HR to request a credit check through our third-party provider;
- Applicants must have a good previous work and attendance record;
- Must possess a valid driver's license (within Canada) and have ability to operate a vehicle as required for job duties;
- Ability and willingness to travel within Prince Edward Island (and occasionally out of province) as required for meetings, stakeholder engagement, and project delivery;
- Additional relevant education and experience will be considered an asset.

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 45 Best Employers in Canada for 2026

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

BENEFITS



4 weeks paid vacation annually, as per the Terms and Conditions for Excluded Employees



Up to \$2,500 annual training funds



Hybrid options within PEI



Flexible working hours



Employee assistance program



Employer-paid health and dental benefits