



**Computer Systems Technician (Halifax - 1 full-time position)  
Competition Tribunal 01-26**

**PLEASE NOTE THIS IS NOT A CIVIL SERVICE OPPORTUNITY**

*This opportunity supports the work of the Nova Scotia Energy Board and the Nova Scotia Regulatory and Appeals Board. The boards are operating divisions of the Nova Scotia Energy and Regulatory Boards Tribunal. More information on the Tribunal and boards can be found <https://nserbt.ca/>.*

We are looking for a highly skilled and experienced Systems Technician to join our team. Using your strong organizational, communication, and computer skills, you will provide technical support to board members and professional staff. You are detail-oriented and enjoy working in a team-focused environment. You are an organized self-starter with the ability to work independently to prioritize tasks within tight deadlines. To effectively interact with board members, staff, and stakeholders you must have strong communication and interpersonal skills (verbal and written).

**Responsibilities include, but are not limited to, the following:**

- First line support for, and troubleshooting of hardware/software problems for users (on-site and off-site)
- Audio and Visual Technical support during Hearings (On-site and off-site)
- Installing hardware and network devices
- Training users
- Facilitate implementation of computer applications

**This may be the right opportunity for you if you have the following skills and experience:**

- College Diploma in information technology, certification in (or willingness to obtain) network and software applications
- Minimum 2 years of post-graduation experience
- Advanced skills with MS Office, Adobe products, Hypervisor (Hyper-V/VMware), and Drupal
- Expertise supporting and troubleshooting Windows 11 and Windows server 2019+
- High degree of attention to detail and sensitivity to confidential and sensitive materials required
- Must have a “can do”, results focussed attitude and be a proactive problem-solver
- Working conditions may include irregular hours therefore the ability to be flexible and adapt to change is required
- Experience with FileMaker and or eDocs would be considered an asset
- Fluency in written and oral French would be an asset
- Ability to manually lift, push or pull 50 lbs
- Valid NS driver’s licence

An acceptable combination of education and experience may be considered. Please clearly indicate in your resume or cover letter how you meet the qualifications and requirements for this position.

Salary Range: \$62,189.14 to \$77,736.36 annually (depending on qualifications and experience). In addition, the Tribunal offers a comprehensive benefits package.

An offer of employment is conditional upon the satisfactory results of reference checks, criminal background checks, and verification of your credentials.

Closing date for applications is **4:30 pm, March 10th, 2026**. Applications received after the closing date will not be considered.

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. All applicants who are members of an employment equity group are encouraged to self-identify. As a designated public institution under the French-language Services Regulations, the Tribunal encourages members of the Acadian and francophone community to consider applying for these positions.

Comme institution publique désignée en vertu de la Loi sur les services en français, la Commission de l'énergie de la Nouvelle-Écosse et la Commission de réglementation et d'appels de la Nouvelle-Écosse encourage les membres de la communauté acadienne et francophone à soumettre leur candidature.

Applicants can be submitted by any of:

1. Online through the Province of Nova Scotia employment opportunities site: [Province of Nova Scotia All Opportunities](#)
2. Replying by email submission are asked to merge their cover letter and resume into one file. Send merged document to [Darlene.Durant@novascotia.ca](mailto:Darlene.Durant@novascotia.ca). Please ensure the email subject line reads as: **Computer Systems Technician 01-26**.
3. For those applying by regular mail or delivery please quote the competition number and job title in the cover letter and clearly mark the envelope PRIVATE & CONFIDENTIAL. Applications being submitted by regular mail should be sent to:

Human Resources Officer  
Nova Scotia Energy and Regulatory Boards Tribunal  
1601 Lower Water Street  
P.O. Box 1692, Unit "M"  
Halifax, NS B3J 3S3

**We thank all applicants for their interest however, only those selected for an interview will be contacted.**