



First Nation of Na-Cho Nyäk Dun
EMPLOYMENT OPPORTUNITY

Position Title: Manager, Implementation and Governance
Department: Governance
Salary Range: Starting \$36.28 per hour (Level 8)
Term: Full Time Term until June 2019 (75 hrs/ bi-weekly)
Closing Date: September 22nd, 2017

Job Summary:

Reporting to the Executive Director, the Manager, Implementation and Governance is responsible for managing negotiations with various governments, First Nations, agencies and industries including the ongoing negotiation tables of the PSTA (Program and Service Transfer Agreement)/ GEB (Gross Expenditure Base), IWG (Implementation Working Group), TBA (Transboundary Agreement), and AJA (Administration of Justice Agreement) and coordinating the activities of the contractors on these files, as well as, being actively engaged in the preparations, reporting, and budgeting for these files.

Main Duties:

- Manage the re-negotiation of the consultation protocol with Yukon Government (YG) and the Government of Canada;
- Manage the renegotiation of the Financial Transfer Agreement (FTA) renewal;
- Manage and negotiate new protocols or other agreements that may arise;
- Participate in the Yukon Forum and other intergovernmental forums;
- ensure that the activity and financial reporting for the implementation of agreements are reviewed, analyzed and forwarded to the appropriate bodies;
- Coordinate with FNNND's internal Implementation Team including the supervision of support staff and contractors;
- Provide support to FNNND Management Team on Implementation issues;
- Working with other governments regarding program service and delivery;
- Coordinate community response and issues to the Negotiators;
- Assist the Negotiators to answer questions and issues which arise from the negotiation process;
- Work closely with government (FN, YTG and Federal) to develop an orderly and achievable implementation plan;
- Contribute and actively participate with FNNND's overall strategic plan and multi-year plan and maintain FNNND's obligations arising out of the Treaty agreements;
- The Agreements require formal reporting requirements and is responsible for identifying all such obligations, developing a reporting calendar, and ensuring that all such requirements are properly met and on schedule;
- All reporting requirements under the Agreements will be approved, where required, by Chief and Council in consultation with the Executive Director. For example: a) Government Official (GO) appointment letters issued by Chief and Council; b) Annual Section 17 PSTA Negotiation Priorities of SFN Government; c) Multi-Year Funding Report; d) FTA Fiscal Capacity Report; e) Citizenship List; f) Statistical reports / summaries, Chapter 22; g) Scheduled Reviews under the Agreements; h) Funding Agreement Reports, as required by Contribution Agreements; and
- Other duties as required.

Qualifications:

Education & Experience:

- Degree in Political Science, Public or Business Administration, or First Nations Management, or an equivalent combination of education, skills and experience.

Conditions of Employment:

- Valid Class 5 Driver's License and Driver's Abstract; and
- Security clearance

If the substantive position interests you through a flexible working arrangement, job share, under-fill, or professional services contractual arrangement, please respond with your expression of interest to the undersigned.

For a copy of the job description or to submit your Cover Letter and Resume please contact:

Ronalda Moses, Manager, Human Resources
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