



First Nation of Na-Cho Nyäk Dun
EMPLOYMENT OPPORTUNITY

POSITION TITLE	Executive Director
DEPARTMENT	Administration
SUPERVISOR	Council as a whole through Deputy Chief
DATE POSTED	April 29, 2019
STATUS	Regular Full-Time
SALARY CLASSIFICATION	Level 10
CLOSING DATE	FRIDAY, MAY 10, 2019 or until filled

Job Summary:

The Executive Director reports directly to the FNNND Council, the Executive Director is responsible for the effective implementation of the laws, directives, policies and all operational mandates of the FNNND Council. First and foremost, the Executive Director is responsible for ensuring that all practices are conducted in a manner that respects the cultural and traditional values of the citizens of the FNNND. This includes overseeing the restructuring of the FNNND administration and programs to reflect the priorities of the government as set out by the FNNND Strategic Plan.

Main Duties:

- Upon direction from Council, overseeing and guiding the restructuring of the FNNND administration to reflect the priorities of the Council.
- In partnership with the Operations Director, lead regularly scheduled managers' meetings to inform practices that align with Council direction.
- Oversee FNNND citizen-oriented programs (i.e. housing, income support, wellness, education, etc.) to provide a more personalized, holistic, and flexible approach toward building self-reliance
- Develop new policies and guidelines for Council approval to implement the essential standards of practice.
- Provide recommendations to Council on policy issues, ensuring alignment of legislation, policies, and regulations with the strategic direction and operations of the government.
- Implement Council and Assembly resolutions, and components of the Council Work Plan where the Executive Director is identified as the lead.
- Improve communications, both within the government, between the Council and staff and ensuring open and transparent communication with all FNNND citizens.
- Refine and enhance records management and information systems to ensure that information is accurate, up-to-date and accessible for the purpose of decision-making and improving the enrolment system while ensuring the privacy rights of all citizens are protected.
- Ensure that financial resources and human resources are allocated and used effectively
- Provide administrative expertise and overall direction to departmental managers.
- Establish corporate and department-specific goals, objectives and expectations in consultation with staff and Council.
- Report on government performance in achieving the Council's Vision.
- Liaise, on behalf of Council, with officials of the Federal, Territorial, Provincial, First Nation Governments and other councils, committees, agencies, boards, organizations, and officials in support of the First Nation of Na-Cho Nyäk Dun Vision.
- Other tasks as directed by Council or the Assembly.

Qualifications:

- Completion of a degree in Public Administration and 5-plus years of experience in multi-discipline program management,
- Certified Aboriginal Professional Administrator (CAPA), or equivalent of several years' experience and post-secondary education; and
- Experience in working within a government (preferably FN) in a senior management capacity.
- Demonstrated ability to listen to and value the input of community members and key stakeholders

KNOWLEDGE SKILLS

- Sound knowledge of, or demonstrated ability to quickly acquire knowledge and understanding, of FNNND culture and history, the FNNND Self-Government Act, the Final Agreement, and the Constitution;
- Experience with public administration practices and procedures.
- Knowledge and demonstrated experience with personnel policy, labour standards, and human rights legislation;
- Knowledge and demonstrated experience of financial management and accounting practices and procedures;
- Knowledge of and ability to work with computer software programs and systems;
- Knowledge of contracting specifications, terms and conditions, and progress payment procedures;
- Ability to work in a developing, culturally-unique government setting;
- Ability to organize, coordinate, and effectively manage a number of multi-disciplined programs and services through the development of, mentoring or, and empowerment of employees.

MANAGEMENT SKILLS

- Experience working at the management level, including the ability to direct, supervise and evaluate the performance of personnel;
- Ability to develop and manage budgets;
- Ability to lead and direct program and policy development;
- Strong decision-making, problem-solving and conflict resolution skills;
- Ability to manage high levels of stress effectively; and
- Excellent organizational and time management skills.

INTERPERSONAL SKILLS

- Excellent communication skills, both oral and written;
- Demonstrated discretion, tact, diplomacy, compassion and good judgment at all times;
- Ability to effectively conduct meetings;
- Ability to resolve conflicts and foster unity in making difficult decisions, exercising cultural sensitivity;
- Ability to work effectively as part of a management team in establishing and maintaining professional working relationships with staff, citizens and the general public;
- Ability to provide strong leadership skills, motivating and empowering people;
- Ability to work flexible hours;
- Must maintain confidentiality, honesty and trust;
- Demonstrated ability to empower staff;
- Respect for fair and transparent practice while maintaining a healthy relationship with Council, Staff, Elders and other community members;
- Ability to navigate sensitive, complex situations;

WORKING CONDITIONS

This position may be required to and is not limited to:

- Occasional travel;
- Intense mental concentration to meet regular and ad hoc deadlines in the performance of duties (e.g. in the development of new policies, analysis of budget proposals, etc.), which may be interrupted by employees, residents, clients, and contractors, throughout the day;
- The incumbent will spend long hours sitting and using office equipment and computers, which may cause muscle strain and sensory demands, such as, eye strain and occasional headaches.
- The working environment may be busy, distracting and the incumbent will need excellent organizational, time and stress management skills and the ability to multi-task to complete the required tasks;
- Flexibility is necessary to work long days on occasion to travel or meet with groups such as community members.

For a copy of the job description or to submit your Cover Letter and Resume, three professional references, including that of your most recent employer please contact:

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