



First Nation of Na-Cho Nyäk Dun  
**EMPLOYMENT OPPORTUNITY**

<b>POSITION TITLE</b>	<b>Human Resource Generalist</b>
<b>DEPARTMENT</b>	Administration
<b>SUPERVISOR</b>	Executive Director
<b>DATE POSTED</b>	April 29, 2019
<b>STATUS</b>	Regular Full-Time
<b>SALARY CLASSIFICATION</b>	Level 8
<b>CLOSING DATE</b>	<b>FRIDAY, MAY 10, 2019</b>

**Job Summary:**

The Human Resources Generalist reports to the Executive Director and manages the day-to-day operations of the Human Resource office. The HR Generalist manages the administration of the human resources policies, procedures, and programs. The incumbent will ensure the responsibilities in the following functional areas are implemented: departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and employment.

**Main Duties:**

- Recruiting and staffing logistics
- Organizational and space planning
- Performance Management
- Organization development
- Employment and compliance with respect to regulatory matters
- Employee orientation
- Policy development
- Compensation and benefits administration
- Employee services and counselling

**Qualifications:**

- Degree or Diploma in Human Resources Management and/ or Business Administration;
- 3-5 years working experience preferable;
- An equivalent level of education and experience will be considered;
- Knowledge of and ability to interpret Canada Labour Code, other applicable acts and legislation;
- Ability to provide guidance and quality advice to management and staff on HR matters;
- Ability to resolve conflict situations, problem solve and work co-operatively and facilitate the development of a team environment;
- Ability to analyse and identify training requirement within FNNND to derive the maximum benefit from training and employment opportunities;
- Knowledge of First Nation Government (FNFA, SGA, Constitution);
- Knowledge of FNNND history, culture, language, demographics, goals & aspirations.
- Understanding of the Canada Labour Code
- Ability to foster a harmonious working environment through employee development;
- Good conflict resolution and mediation skills;
- Ability to be tactful, courteous, and respectful of NND culture and traditions;
- Ability to establish co-operative working relationships with NND employees, Council, Elders and community members;
- Demonstrated ability to empower staff;

- Respect for fair and transparent practice while respecting confidentiality and maintaining a healthy relationship with Council, Staff, Elders and other community members;

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

**Carol Van Bibber,  
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