



**First Nation of Na-Cho Nyäk Dun  
Mayo, Yukon**

**CAREER OPPORTUNITIES**

**Director of Finance  
Director of Capital and Infrastructure**  
[Two-year terms are preferred]

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The community of Mayo is situated at the confluence of the Mayo and Stewart Rivers, approximately 400 km north of Whitehorse within the Traditional Territory of the First Nation of Na-Cho Nyäk Dun. The wilderness in Mayo's backyard is a natural attraction for residents and visitors.

The organization is going through an exciting time of dynamic change and growth. We are looking for two senior management professionals to join our Executive team.

**DIRECTOR OF FINANCE**

**THE OPPORTUNITY**

You will be responsible for ensuring that the financial affairs of FNNND are maintained at the highest level, ensuring legal and regulatory compliance. This includes direct responsibility for establishing and maintaining financial policies, procedures, controls, and reporting systems (including GST, Income Tax, funding and contribution agreements and investment portfolios). The supervision and development of Finance department staff will enhance your success in this position.

You will provide leadership and coordination for the annual budgeting process, including briefings to Council as required. The Director Finance is extensively relied upon for providing financial expertise to FNNND, General Assembly, the Financial Management Committee, Department Directors and Managers.

**THE IDEAL CANDIDATE**

You will possess a Degree in Accounting or Business Administration designation [CPA or CAFM] supplemented by at least three years of experience in a senior management capacity. You will have demonstrated knowledge and experience with Canadian Generally Accepted Accounting Principles [GAAP] Prior experience working within a First Nations environment is preferred.

An equivalent combination of education and experience will be considered.

We are looking for someone who can lead annual multi-year budgeting processes and effectively manage established budgets. Your strong decision-making and problem-solving skills will be key to your success in this position. The ability to communicate effectively with staff, citizens and the general public is required.

**DIRECTOR OF CAPITAL AND INFRASTRUCTURE**

**THE OPPORTUNITY**

You will be responsible for the overall administration, management and delivery of all Capital and Infrastructure programs, the development and maintenance of all FNNND property and housing assets, as well as municipal services. This includes management of a multi million-dollar budget and a workforce of ten to thirty staff and contractors. Your

responsibilities will include researching, planning, executing, and delivering a multi-year capital plan that meets the ongoing needs of the First Nation for housing, recreation and other.

A key responsibility is the mentoring and capacity development of FNNND staff.

### **THE IDEAL CANDIDATE**

The required knowledge for this position is normally obtained through possession of a degree or Diploma in Civil Engineering or equivalent education related to Capital and/or Infrastructure management supplemented by a minimum of five years of experience in a senior construction/project management role within a highly regulated environment preferably in a government or First Nations organization.

An equivalent combination of education and experience will be considered.

### **Management Skills**

We are looking for someone who has demonstrated comprehensive construction and/or municipal/infrastructure management knowledge. Demonstrated skills in project management including use of computerized project management systems software are necessary. Your ability to resolve conflicts in a diplomatic manner along with demonstrated leadership skills in motivating and empowering people will be key to your success.

This position requires someone who has extensive knowledge of workplace and community safety processes and legislation.

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These positions include the following special working conditions.

- Criminal Records Check
- Valid Class 5 Yukon Driver's License and Abstract
- Flexibility to work extra hours to meet demands of program and administration requirements

The successful candidates will be required to relocate to Mayo, Yukon. Relocation assistance is available.

The salary range for both of the positions is \$115,890.00 to \$168,566/. The FNNND offers a comprehensive benefit package. Subsidized staff housing will be available.

**Job description:** <https://www.nndfn.com>

Please submit cover a letter and resume to:

Karen Clark-Marlow  
Director, Human Resources Capacity and Development  
First Nation of Na-Cho Nyak Dun  
PO Box 220  
Mayo, YT Y0B 1M0 E-mail: [hrd@nndfn.com](mailto:hrd@nndfn.com)

Closing Date: Friday, October 14<sup>th</sup>, 2022 - 4:30 p.m.

*You must be a resident of Canada in order for your application to be considered. Preference will be given to qualified NND Citizens. We thank all those who apply; however, only those considered for further consideration will be contacted.*