



Yellowknives Dene First Nation

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EMPLOYMENT OPPORTUNITY

Join the Yellowknives Dene First Nation Human Resources Team

At the Yellowknives Dene First Nation (YKDFN), we are committed to fostering strong governance, community growth, and sound administrative practices while honoring our traditions, culture, and stewardship responsibilities. Our **Administration and Human Resources** provide essential human resources oversight, human resources support, and strategic guidance that ensure transparent, accountable, and sustainable management of YKDFN people resources. We are currently seeking a skilled, dependable, and community-minded individual to join our team as:

Human Resources Director

Reporting to the Chief Executive Officer, the Human Resources Director is responsible for leading the development and implementation of human resources strategies, programs, and policies including leading the management of complex staff relations matters and supervising the recruitment activities for the department. In addition, the Director provides human resource management advice, support and guidance to departmental directors, and managers.

This is a full-time position based in Dettah Monday to Friday, with occasional visits to Ndilo.

Duties & Responsibilities:

- Provide direction and leadership in all areas of human resource management, including staffing, employee relations, training, disability management, equity, remuneration, and benefits.
- Oversee the creation and execution of HR policies, procedures, and strategies aligned with YKDFN values and legislative requirements.
- Offer HR guidance to Directors, Senior and supervisors, ensuring effective interpretation and application of personnel policies and protocols.
- Identify professional development needs, organize training programs, and support employee growth initiatives, including succession planning and career development.
- Lead efforts to improve employee morale, recognition, and cultural change initiatives, fostering a supportive and inclusive work environment.
- Handle sensitive staff relations issues, including harassment, discrimination, and performance/disability cases, conducting investigations and providing resolution recommendations.
- Oversee daily HR department operations, including budget management, recruitment, supervision, and performance management to ensure efficient service delivery.
- Manage and provide support to the Corporate Affairs Committee.
- Other duties and projects as identified and directed by the Chief Executive Officer and outcomes arising from the Corporate Affairs Committee.

Essential Qualifications:

- BA/Diploma Human Resources, Psychology, or other related discipline.
- 5+ years of progressive human resources experience.
- 3+ years in management/supervisory level role.
- Demonstrated senior-level experience directing HR policies, frameworks, and initiatives across an organization.
- Strong ability to negotiate conflict and maintain constructive working relationships.
- Proven ability to lead projects through their lifecycle while balancing strategic objectives with day-to-day HR operations.
- Strong background in developing and implementing HR programs, policies, and compliance with federal employment laws.
- Track record of fostering positive relationships at all organizational levels.
- Understanding of Yellowknives First Nation history, culture, traditional territory, and demographics.
- Experience in employee supervision.
- Excellent oral, written, and presentation skills.

What We Offer:

YKDFN provides a competitive salary that commensurate with experience, Northern Travel Allowance, comprehensive group insurance, pension benefits, and a supportive, culturally diverse work environment.

Application Process:

A detailed job description is available upon request at recruitment@ykdene.com. Please submit your cover letter and resume (**posted until filled**), via:

- Email: <mailto:recruitment@ykdene.com>
- In Person: Human Resources Division, Yellowknives Dene First Nation, Chief Drygeese Conference Centre, Dettah, NT
- Online: [YKDFN Career Page](#)

Preference will be given to qualified YKDFN members.

We thank all applicants for their interest. Only those selected for an interview will be contacted.