



Tthet'sehk'edeli First Nation
General Delivery
Jean Marie River, NT X0E 0N0
Ph: (867) 809-2000 Fax: (867) 809-2002
Email: sao@jmrfn.com

Employment Opportunity

BAND MANAGER

Reporting to the Chief and Council, the Band Manager will oversee all operations of the Designated Authority. The Band Manager will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions comply with relevant legislation, policies and procedures. He/she is responsible for all financial transactions, programs and services created and implemented by the Designated Authority.

The Band Manager is responsible for managing the Designated Authority's approved operational budget and staff members. He/she is responsible for delivery of programs and services in the areas of finance and administration, municipal works and services, recreation and wellness programs, fire and protective services and community land administration.

The Band Manager is responsible for preparing capital and capital forecasting plans and managing all capital projects. He /she is responsible for maintaining community asset lists and ensuring that the Designated Authority maximizes opportunities to effectively and efficiently operate and maintain its assets.

The Band Manager provides advice and support to the Chief and Council and ensures that they have accurate and timely information to make effective decisions. The Band Manager also acts as liaison between the Designated Authority and other government agencies and departments, private industry, business and any other individuals, groups or agencies operating in the community.

The Band Manager must provide records and documents to the relevant governments and agencies, when requested. He/she must ensure that all Designated Authority business and operations are conducted in a responsible, confidential and ethical way.

Failure to provide adequate services may result in lost or misused revenues, poor morale among staff, inadequate services for residents and a loss of credibility for the Chief and Council.

QUALIFICATIONS:

1. Completion of a recognized business, public administration or Financial Management diploma, degree, or equivalent
2. Five years related management experience in a First Nation Government setting, familiar with the Dene Laws and strong cultural awareness
3. Effective project management skills, experience working with funding agreements, community and capital planning, emergency planning, etc.
4. Strong financial Management skills, experience with proposal writing, budgets, financial statements, reporting and audit processes
5. Supervisory skills & human resource management experience
6. Demonstrated leadership skills and time management
7. Excellent computer literacy, and strong written and oral communication skills
8. Awareness of the administrative challenges associated with working in a small remote community
9. The ability to speak Slavey is an asset

Deadline: open until a suitable candidate is found

Salary and benefits to commensurate with experience and education.
For more information, or for a job description, please contact:

Erma Norwegian
Tthet'sehk'edeli First Nation
Phone: 1(867)809-2000
Email: finance@jmrfn.com