



COMMUNITY GOVERNMENT OF BEHCHOKÒ

PO Box 68, Behchokò, Northwest Territories

Phone: 867.392.6500 • Fax: 867.392.6139

Employment Opportunity

Senior Administrative Officer – Trainee

As part of the Community Government of Behchokò administrative succession planning, the Chief and Council seek qualified applications for Senior Administrative Officer (SAO) Trainee. Working in the Community Government Administration Office and being mentored by the current SAO, the successful SAO Trainee candidate will be assigned regular duties as well as be required to enroll in and successfully pass a two-year SAO certification program offered by the GNWT Municipal & Corporate Affairs School of Community Government or University of Alberta NACLA 1 & 2

Candidates will:

- Need to be familiar with statutory requirements in the *Tłı̄chq̄ Community Government Act* and other legislation, have a working knowledge of municipal operations, statutes, bylaws, and policymaking;
- Preferably have experience in municipal administration, accounting, financial management, grants and funding applications, report writing, and demonstrated success as an effective communicator;
- Have excellent leadership, problem-solving, and interpersonal skills to work with staff, Council, and the community with tact and diplomacy;
- Be able to pass a criminal record check and be bondable (both required).

Note: Applicants with working knowledge of QuickBooks will be an asset. Additional consideration will be provided for candidates who are fluent in Tłı̄chq̄. The successful SAO Trainee candidate will be trained to report to the Chief and Council and be present at all Council Meetings; direct, administer, and coordinate all affairs of the Community Government of Behchoko; be responsible for all aspects of municipal administration, including management of human resources, operations, finance, and budgeting; projects; administer various service contracts; under the Tłı̄chq̄ Community Government Act, Council bylaws, policies, contracts, and agreements.

The Community Government of Behchokò offers competitive salaries, benefits, and a positive work environment. NEBS provides benefits coverage. If you are interested in joining our team, please **forward your resume via email ONLY** no later than August 30, 2024, at 4:00 pm MST.

The Community Government of Behchokò thanks everyone for their interest; however, only those candidates selected for interviews will be contacted.

Please apply to:

Community Government of Behchokò.

Attn: Pushp Seth

Email: sao@behchoko.ca