

HAMLET OF FORT MCPHERSON

P.O. Box 57, Fort McPherson NT, X0E 0J0 - Phone : 867-952-2428

Senior Administrative Officer (SAO)

The Hamlet of Fort McPherson is recruiting for a Senior Administrative Officer with experience at the senior management level, preferably with a municipal government.

Under the direction of the Mayor and Council, the Senior Administrative Officer manages and directs the affairs of the Hamlet.

Qualifications:

- A recognized degree or diploma in Local or Municipal Government, Public Administration, or Business Management.
- Minimum 3 years' hands-on municipal government experience.
- Working knowledge and understanding of NWT legislation.
- Public Administration.
- Project management will be considered an asset.
- Equivalencies will be considered

Salary is commensurate with education and experience. The Hamlet offers a full benefit package, including Northern Employees Benefits Service, Northern Living Allowance, housing at a reasonable rate.

The successful candidate will be subject to a reference check, formal background check, and criminal records check. Job description is available upon request.

Interested persons can submit a letter of application and resume to:

Hamlet of Fort McPherson
P.O. Box 57, Fort McPherson, NT, X0E 0J0
Email : sao@fortmcperson.ca or mayor@fortmcperson.ca

We thank all applicants, however, only those selected for an interview will be contacted.

This competition will remain open until the position is filled.