



Career Opportunity

Whati Senior Administrative Officer

The Community Government of Whati requires a Senior Administrative Officer who reports to Council and is responsible for the management of the Community Government.

The Community Government of Whati is situated about 250 kms northwest of Yellowknife and, unlike some NWT communities, it is accessible by road year-round with a population of about 500 residents. An annual operating budget exceeding \$4M, and an annual capital budget of about \$1.7M, it is also the second largest of four Tłıchǫ communities within the Tłıchǫ self-government region.

Under the direction of Council, the SAO is responsible for the overall management of the operations of the Community Government and ensuring that the policies, programs and other directions of Council are implemented. The SAO is also responsible for advising and informing Council on the operation and affairs of the Community Government.

The ideal candidate will possess:

- A post-secondary degree in public administration, business, engineering, or other related discipline and/or a diploma in local government administration.
- Functional understanding of the *Tłıchǫ Community Government Act* as well as other applicable NWT legislation.
- Minimum 5 years' experience in a municipal government environment as the CAO, SAO, or Senior Management position.
- Candidates with less experience may be considered for a development position.
- Ability to work in a cross-cultural setting.
- Fluency in both English and Tłıchǫ language would be an asset.
- Must be bondable and submit to a criminal record check as a prerequisite.

The Community Government of Whati offers competitive salaries, benefits, and a positive work environment. Benefits coverage is provided by NEBS (Northern Employees Benefits Services). If you are interested in joining our team, please forward your resume by fax or email no later than February 29, 2024 at 5:00 pm MST.

The Community Government of Whati thanks everyone for your interest, however only those candidates selected for interviews will be contacted. For more information about this position, or to forward your application, please contact:

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CAREER OPPORTUNITY – SENIOR ADMINISTRATIVE OFFICER