



EMPLOYMENT OPPORTUNITY

BOX 57 FORT McPHERSON, N.W.T. X0E 0J0 TEL: (867) 952-2428 FAX: (867) 952-2725

SENIOR ADMINISTRATIVE OFFICER

The Hamlet of Fort McPherson, Northwest Territories, is seeking a qualified individual interested in the position of Senior Administrative Officer (SAO). The SAO is the top senior management position that reports to directly to the Mayor and Hamlet Council and is responsible for oversight of all aspects of the Hamlet including Council Operations, Administration, Municipal Operations, Community Planning, Project Management and Human Resources.

The successful applicant should have a relative university or college degree and at least five years directly related successful experience in a municipal setting. Equivalencies and experience will be considered. The successful applicant should have excellent hands-on skills and knowledge in financial matters; municipal legislation; communications; human resources; project management; community and capital planning and development; and municipal operations. Knowledge of the Gwich'in culture and language, Beaufort Delta, Northwest Territories, and working and living in small communities would be considered an asset.

Salary will be commensurate, and negotiable based on education and experience. Benefits include Northern Allowance; Northern Employees Benefits Service (NEBS) insurance and pension plans; housing at reasonable rent. General employment rules will be based on the Hamlet's employment Bylaw.

This position will remain open until filled.

For more information or to submit your cover letter and resume, contact:

Hamlet of Fort McPherson

PO Box 57, Fort McPherson, NT X0E 0J0

sao@fortmcperson.ca

Phone 867-952-2428

FAX 867-952-2725

YEENDOO DATTHAK GWIHEE DINDAII – ALL WORKING TOGETHER TOWARD
ONE FUTURE