



Charter Community of K'asho Got'ine

P.O Box 80 Fort Good Hope, N.T, X0E 0H0

Phone: (867) 598-2231 Fax: 1 (867) 598-2024

EMPLOYMENT OPPORTUNITY

Senior Administrative Officer

Under the general direction of the Chief and Council, the SAO is responsible for the overall operations of the K'asho Got'ine Charter Community and Fort Good Hope Dene Band. The SAO must work within the Charter Community/Band policies and procedures and in compliance with all Federal/ Territorial Acts and Legislations. The SAO must also take training associated with the position as directed by council and as opportunities arise.

Duties and Responsibilities:

- Manage all staff to ensure a productive, positive and healthy work environment.
- Develop and draft by-laws, policies and procedures for review and approval by Council.
- Provide advice and direction to Council at all regular and special meetings.
- Provide advice on all Legislation and Acts under the Municipality and the Band.
- Execute all matters regarding meetings of the K'asho Got'ine Charter Community
- Participate in developing the annual budgets and to ensure that finances are maintained in an accurate and timely manner.
- Manage all programs and services to ensure that services are provided in an effective and efficient manner.
- Monitor funding proposals and reporting to Council and funding organizations.
- Ensure that all contracts are prepared and implemented as directed by Council.
- Provide efficient and effective office management.
- Must be able to work independently and perform professionally under stress
- Perform other related duties as required and directed by chief and Council.

Other duties & responsibilities included in the full job description

Qualifications:

- ✓ A Diploma or Degree in Municipal or Business Administration with some financial management experience.
- ✓ Minimum 2 years' experience in a senior management position or equivalent
- ✓ Exceptional organizational and communication skills
- ✓ Must have ability to make financial and managerial presentations
- ✓ Must be courteous and work cordially with public, staff, Chief and Council
- ✓ **Position of Trust: Must provide a satisfactory criminal records & employer/work reference check**

SALARY: Negotiable/based on qualification

Please submit your resume, cover letter, list of references, and criminal record check to:

HR/Employment Officer Email: HR@fortgoodhope.ca

ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED

