

VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

HUMAN RESOURCES DEPARTMENT



P.O. Box 94,
Old Crow, Yukon
Y0B 1N0

Phone: (867)966-3261
Fax: (867)966-3800
Web: www.vgfn.ca

EMPLOYMENT OPPORTUNITY POLICY AND INTERGOVERNMENTAL COMMUNICATIONS

The Job:

Reporting to the Executive Director with dotted line to the Management Committee, this position ensures that communications within and, outside Vuntut Gwitchin Government are effective. This position also creates and follows processes to ensure that all policies are up to date and approved through proper channels and accessible and provides administrative assistance when necessary.

Qualifications:

- Masters' Degree in Public Administration, Business Administration, Social Sciences, or a related field combined with coursework in communications or journalism and experience working with First Nations governments, preferably at a senior level;
- Sound knowledge of VUNTUT GWITCHIN FIRST NATION social structure, traditions, and cultural values;
- Sound knowledge of government program requirements and specifically, First Nation government program requirements;
- Knowledge of Federal and Territorial Government programs, regulations and procedures;
- Strong knowledge of Modern Treaties or Comprehensive Land Claims;
- General Knowledge of the VUNTUT GWITCHIN FIRST NATION Final Agreement;
- General Knowledge of Self Government Agreement and Implementation Plan; Ability to develop, implement and evaluate programs, policies and procedures.
- Knowledge of the Strategic Plan.
- General knowledge of VUNTUT GWITCHIN FIRST NATION Culture.
- Excellent communication skills, both oral and written skills.
- Conflict management and problem solving skills.
- Strong organizational and time management skills.
- Ability to deal effectively with representatives from other governments and agencies.
- Ability to conduct research and analysis and synthesize large amounts of information and documentation.

Pay Range: \$78,640 - \$94,386 per annum plus an excellent benefit package

This is a full-time term position based on 65 hours bi-weekly. (6.5 hour workday 9:00 a.m. to 12:00 p.m. & 1:00 to 4:30 p.m.)

A detailed job description is available at: <http://www.vgfn.ca/employment>

Closing Date: July 3, 2018 at 4 p.m. We thank all applicants but only short listed candidates will be contacted.

Please submit cover letter and resume that include job experience related to position to:

Malinda Bruce
Human Resource Manager
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Phone: (867) 966-3261 ext. 256
Fax: (867) 966-3800
Email: hrd@vgfn.net

While qualified VGFN citizens will be given preference, all interested and qualified individuals are encouraged to apply.

Posted: June 19, 2018