



## **In Old Crow, Yukon**

### **Director, Human Resources**

#### **The Candidate**

The ideal candidate will hold a degree or diploma in Human Resources Management, or have Certified Human Resource Professional (CHRP) designation, or the equivalent in experience and relevant training. The ideal candidate will have: knowledge of human resource management principles, theory and practices involving recruitment, training, performance reviews, Canada Labor Code, employee relations, personnel policy, and occupational health and safety; knowledge of financial management; ability to counsel and mediate.

#### **The Job**

This position is responsible for providing Human Resources Management programs and services. Duties include organizing training opportunities, writing and submitting proposals to funding partners, developing and implementing strategic goals and work plans, developing personnel policies, ensuring compliance to the Canada Labor Code and Occupational Health and Safety regulations, conducting para-counselling and mediation, writing job descriptions, performing tasks associated with recruitment, performance management and employee relations, and developing budgets and monitoring expenditures.

A detailed job description is available at [www.vgfn.ca](http://www.vgfn.ca).

Salary Range: \$52,910 to \$63,492 (based on 65 hours bi-weekly) plus benefits. Some relocation expenses are covered.

Please submit resumes by fax or email by 4:00 p.m. Friday, March 9, 2007 to:

Susan Drury, Acting Director  
Vuntut Gwitchin First Nation  
Ph: 867 966-3261 ext. 258  
Fax: 867 966-3800  
Email: [hrd@vgfn.net](mailto:hrd@vgfn.net)

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