



# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

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## HUMAN RESOURCES DEPARTMENT

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

Phone: (867)966-3261  
Fax: (867)966-3800  
Email: hrd@vgfn.net

## EMPLOYMENT OPPORTUNITY:

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### DIRECTOR, HUMAN RESOURCES

#### The Candidate

The ideal candidate will hold a degree or diploma in Human Resources Management, or have a 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, policy writing and development, performance reviews, Canada Labor Code, employee relations, and occupational health and safety. An ability to counsel and mediate is also a strong plus. Dynamic team players who are comfortable with change, and enjoy new challenges will work well within our organization.

#### The Job

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

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

**SALARY RANGE:** \$31.31 – 37.57 (65 Hours bi-weekly) Plus benefits package.

**CLOSING DATE:** October 26th, 2007.

Please submit resumes to:

Human Resources  
Box 94, Old Crow, YT Y0B 1N0  
Ph: (867) 966-3261 ext. 258  
Fax: (867) 966-3116  
Email: hrd@vgfn.net