



**VUNTUT GWITCHIN FIRST NATION**  
**Old Crow, Yukon**  
**FINANCE & HUMAN RESOURCES DEPARTMENT**

## EMPLOYMENT OPPORTUNITY

# Human Resources Manager

### The Job:

Reporting to the Director of Finance & Human Resources, this position manages the human resources functions of the organization including human resource planning, staff relations, staffing, staff and council training and coordination, performance appraisals, job descriptions, job classifications, personnel policies and procedures to ensure that personnel functions are established, standardized and managed; coordinates term trainees and summer student projects. This position supervises the Administration Building Receptionist and a part time Human Resources Clerk.

### The Candidate:

The ideal candidate will hold a diploma or Certificate in Human Resources Management, or have Certified Human Resource Professional (CHRP) designation, or the equivalent in experience and relevant training. The candidate will have in depth and broad knowledge of human resource management principles, theory and practices involving recruitment, training, performance reviews, Canada Labor Code, employee relations, managing diversity, occupational health and safety and conflict resolution and mediation techniques. A minimum of two years hands-on experience in a similar position is required. Experience working in a First Nation Community is an asset.

### Pay Range

\$74,102-\$88,922 per annum plus an excellent benefit package

This is a full-time term position based on 32.5 hours per week. (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>

**Minimum one-year term commitment is required.**

**Closing Date:** Tuesday May 15, 2012 @ 4:00 p.m. We thank all applicants but only shortlisted candidates will be contacted.

Please submit resumes that include job experience related to position to:

Catherine Marangu  
Director, Finance and Human Resources  
Vuntut Gwitchin First Nation  
Box 94, Old Crow, YT Y0B 1N0  
Phone: (867)966-3261, ext. 240  
Fax: (867)966-3719  
Email: fd@vgfn.net

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

Posted: April 30, 2012