

VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

Human Resources Department



P.O. Box 94,
Old Crow, Yukon
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jobs@vgfn.net

Manager of Capital Planning & Projects

Reporting to the **Strategic Lead for Operations**, the **Manager of Capital Planning & Projects** is a senior position with the overall responsibility for a wide-range of capital planning projects.

Primary Responsibilities

- Lead the development of a 10-year VGG Capital Plan and the implementation of a 10-year VGG Capital Spending Plan, all in line with the VGG Citizen focused Five-Year Strategic Plan.
- Lead the Capital Planning Committee.
- Collaborate with Yukon Government and other portfolios to advocate for resources for capital projects.
- Oversee capital asset management (currently in Finance Department).
- Develop policies and processes for capital project requests.
- Conduct operations and maintenance forecasting (building condition and needs assessment to know when and how to plan)
- Lead project management initiatives (research, design, funding, developing, planning, initiating, delivering, and evaluation) of all capital projects) such as Elders Complex, stick builds, modular homes, winter road, road to industrial subdivision.
- Collaborate with Yukon Government for YG capital projects on VGG lands.
- Oversee Yukon Environmental and Socio-economic Assessment Board (YESAB) applications and feasibility studies.

Knowledge & Experience

- Knowledge of Yukon First Nations, Territorial, and Federal programs
- Experience leading and negotiating diverse projects in a First Nations or community environment
- Experience successfully leading and managing multiple files simultaneously in a high paced cross-cultural evolving environment

Skills

- Excellent verbal, written, presentation, communications, negotiation and project management skills
- Excellent leadership skills and emotional intelligence

Education

- Degree in one of the following: Business or Public Administration, or the equivalent in experience and relevant training in project management

Closing Date: July 20, 2022 or until filled

Please submit a cover letter and resume (one document) to:

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Vuntut Gwitchin Government
Email: jobs@vgfn.net