



Ochapowace Nation #71

Employment Opportunity

Ochapowace Nation is now accepting resumes for the following position:

POSITION: DIRECTOR OF OPERATIONS

CLASSIFICATION: FULL TIME PERMANENT POSITION

JOB SUMMARY: The Director of Operations is responsible for the successful leadership and general management of the Ochapowace Nation Administration according to the vision, objectives, and strategic direction set in conjunction with the Chief and Council. The Director of Operations is responsible for the efficient management of all programs and departments, setting goals and measuring the achievement of the Ochapowace Nation's objectives by leading the Nation's governing body as a skilled administrator and who is a positive role model. This role focuses on establishing effective working relationships with program coordinators, funding agencies, other external contacts, and community groups, the efficient financial responsibilities of the organization, and other improvements for the organization.

QUALIFICATIONS:

- A degree in Business Administration or Commerce with a CA, CMA or CGA designation is preferred and/or equivalent years of experience in performing duties at a senior management level;
- Experience and knowledge in dealing with accounting systems, budgets, internal controls, business planning, and asset management;
- Knowledge of legislation on Canada Labour Code and employment Law, Occupational Health and Safety, Privacy and Human Rights and the Indian Act.
- Committed to upholding Ochapowace Nation Laws
- Experience in policy review and development
- Knowledge of financial and reporting requirements for government and other funding agencies.
- Ability to analyze, plan, prioritize, and execute the plan;
- Knowledge and experience in financial management and human resources, governance procedures, and an understanding of the roles and responsibilities of Committees.
- Ability to manage program managers and staff, coordinate projects and provide leadership in a team setting;
- Knowledge of and experience with computer technology in a financial and administrative environment;
- Experience working with a First Nations Band and/or a First Nation organization, is a definite asset;
- A current Criminal Record Check is requested.
- Must have a reliable vehicle and a valid driver' license.

Salary and Benefits are based upon qualifications and experience. Please **FORWARD** resumes to the following:

**Human Resource Department
Ochapowace Nation**

P.O. Box 550, Whitewood, Saskatchewan SOG 5C0

Tel: (306) 696-2425/Fax: (306) 696-2426

michael.gatin@ochapowace.ca

DEADLINE for resumes shall be **NO LATER** than **4:30 pm, July 03rd, 2019**

Only candidates selected for interview will be contacted.