



Ochapowace Nation

Employment Opportunity

Ochapowace Nation is now accepting resumes for the following position:

POSITION: DIRECTOR OF OPERATIONS

CLASSIFICATION: Full Time

JOB SUMMARY: The Director of Operations is responsible for the successful leadership and general management of the Ochapowace Nation according to the Ochapowace Nation's laws, 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, citizens, 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 similar duties at a management level;
- Extensive 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.
- Knowledge of financial and reporting requirements for INAC
- Sound analytical thinking, planning, prioritization, and execution skills;
- Knowledge and experience in financial management and human resources, governance procedures, and an understanding of the roles and responsibilities of Boards.
- Skill in managing program managers and staff, coordinating projects and providing leadership in a team setting;
- Excellent organizational, analytical and problem-solving skills;
- Knowledge of and experience with computer technology in a financial and administrative environment;
- Previous experience working with as Director of Operations;
- To be successful a current Criminal Record Check and drug screen must be provided at the time of interview.

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
eunice.tanner@ochapowace.ca

DEADLINE for resumes shall be **NO LATER** than **4:30 p.m., Feb 28, 2018**
Only candidates selected for interview will be contacted.