



ALEXIS NAKOTA SIOUX NATION

EMPLOYMENT OPPORTUNITY

TRIBAL ADMINISTRATOR

QUALIFICATION:

Alexis Nakota Sioux Nation is seeking a reliable candidate for Tribal Administrator who has a strong understanding of social, economic, political and historical background. The candidate must possess a high standard of ethics and confidentiality in handling sensitive information.

A degree in Business Management or related field. Must possess a minimum of 10 years experience in management within an Indigenous organization. Provide satisfactory Criminal records check and have a valid class 5 driver's license.

SUMMARY OF DUTIES:

- Reports directly to Chief and Council, and oversees the daily operations of the Nation.
- Ensures all programs are managed effectively within workplans and budgets.
- This position is the primary liaison between Chief and Council, the Administration Program and the Management Team.
- Attends and provides advice and input at Council and all Nation's Meetings.
- Makes recommendations to Council for amendments to existing policies and development of new policy where required.
- Leads the Management Team to provide a healthy and productive work environment for the Nation.
- Ensures all reporting requirements are met, budgets, financial reports, audit, and accountability for the Nation.
- Must be knowledgeable with GCIMS and ensure all reporting requirements are met for all INAC funding Programs.
- External relations develop and maintain relationships with Federal, Provincial and Municipal governments and other agencies and organizations in the best interest of the Nation.
- Negotiates agreements, contracts and proposals, and pursues funding streams as directed by Council.

REQUIREMENTS:

- Bachelor's degree in Business Management, or related field.
- Minimum of 10 years' relevant experience in Management within an Indigenous Organization is required.
- Proficiency level in Microsoft office
- Satisfactory Criminal Records check.
- Valid Class 5 Driver's License

WORKING CONDITIONS:

- Monday to Friday
- 8 hours shift, 8:30 am – 4:30 pm

- Willing to work overtime hours
- Flexible work environment
- Able to travel to various work environments as required
- Salary will be determined according to qualifications and experience, salary range TBD

Please forward a Cover Letter and Resume to: humanresources@ansn.ca

The Employment Competition closing date October 21, 2022 at 4:00 pm, only those candidates who meet the criteria will be contacted.

Mail to:

Patricia Alexis, HR
ANSN Administration Department
P.O. Box 7, Glenevis, AB, T0E-0X0

