



NORTH PEACE TRIBAL COUNCIL

Box 1889 | High Level, AB T0H 1Z0 | Office: 780-926-3446 | Fax: 780-926-4075

JOB POSTING – CHIEF EXECUTIVE OFFICER

The North Peace Tribal Council is recruiting a Chief Executive Officer, reporting to the Board of Directors, the Chief Executive Officer is responsible for overseeing the overall management, operations, programs, resources and executing strategic planning while contributing to a positive work environment that supports the NPTC's vision, mission and values.

This position is based in High level, AB

Duties and Responsibilities:

- Board Governance; Leading the NPTC in a manner that supports and guides our Mission as defined by the Board of Directors and as outlined in our strategic plan
- Communicating effectively and maintaining an effective working relationships with the Board of Directors and providing in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Responsible for fiscal integrity, risk management and administration of NPTC Operations
- Negotiates funding agreements with funding agencies
- Knowledge of effective leadership and governance principles.
- Ability to problem solve and delegate.
- Ability to maintain good relations and a system of communication with the Board, funders, stakeholders/partners.
- Recommending to the Board and preparing appropriate policy and procedural changes.
- Assessing and recommending to the Board of the need for any new program initiatives and services.
- Ensuring that sound accounting and administrative practices and controls are implemented and adhered to and recommending and preparing any new financial or administration policy options to the Board of Directors.
- Develop an operational plan with senior managers, which incorporates goals and objectives that fulfills NPTC' mission and values and that works towards the strategic direction.
- Other duties as required

Qualifications & Experiences:

- Degree in Commerce, Business Administration, or other relevant degree
- Minimum seven years of experience in business and financial management, experience managing a Indigenous organization is a definite asset
- Experience working with financial statements/information/reports, corporate governance and executive management, and board governance procedures.
- Experience working with Indigenous Organizations and communities is a significant assets in a senior management role
- Proven experience and success in executive leadership, and in the supervision and management of a Tribal Council and entities.

Additional Requirements:

- Provide a clear Criminal Record/Vulnerable Sector and Child Intervention checks.
- Must have a valid Driver's License, ability and willingness to travel
- Knowledge of the languages and cultures of the NPTC member First Nations will be a definite asset.
- Canadian citizenship is required

The position will remain open until a suitable candidate is found.

Submit a cover letter, resume with three references and a current Criminal Record Check w/ Vulnerable Section, current Intervention Record Check to:

North Peace Tribal Council

HR Department

Box 1889 High Level, AB T0H 1Z0

Fax: (780) 926-4075

Email: jobs@nptc.ca