



Employment Opportunity

EXECUTIVE DIRECTOR OF OPERATIONS

The Dene Tha' First Nation (DTFN) Administration Department is inviting applications from experienced Senior Managers for the position of Executive Director of Operations. This (2-year contract) position is full-time and offers a competitive benefits package.

Position Summary:

The Dene Tha' First Nation delivers services and programs to three fully accessible communities-Bushe River, Chateh (formerly known as Assumption), and Meander River. The First Nation is involved in many diverse projects and commercial ventures and is looking for a Senior Executive to take charge of the Band's administration and implement the decisions of the Nation's elected government.

Duties and Responsibilities Include:

Reporting directly to the Chief and Council, the Executive Director of Operations deals with senior officials of the Federal and Provincial Governments as well as industry leaders. This position oversees a complex organization, which includes a wide variety of professionals, technicians, and trades people and such major programs as Social Services, Education, Public Works, and Economic Development.

Qualifications:

Candidates should have several years of experience managing financial and human resources and preferably a university degree although candidates with extensive experience managing at a senior level will also be given serious consideration. Excellent communication skills are a definite requirement and candidates who speak Dene will be given preference. Candidates must be bondable.

The successful candidate must have a valid Alberta Class 5 Driver's License with reliable transportation, and willingness to travel. Must also provide a clear Criminal Record check with resume.

Remuneration dependent on qualifications and experience.

This posting will remain open until a suitable candidate is found.

Send a cover letter and a detailed resume to:

Human Resources Manager
Dene Tha' First Nation
Box 958 High Level, AB T0H 1Z0
Phone: 780 926-2786 or Fax: (780) 926-5730
Email: DoreenA@denetha.ca