



EMPLOYMENT OPPORTUNITY

JOB TITLE: Director of infrastructure & Special Project **CLOSING DATE:** March 20, 2017
DEPARTMENT: Infrastructure
STATUS: Term to May 2018 with Possibility of Extension
SALARY: C/TFN Wage Scale Level 16-17 commensurate with Experience and Education

JOB SUMMARY

Under the direct supervision of the Khà Shâde Héni/Executive Director, this Director is responsible for planning, organizing and overseeing the management of C/TFN Infrastructure & Special Projects and for integrating the four elements of the Values and Virtues of Life (mental, emotional, spiritual and physical). The Director will ensure that the department initiatives reflect life's four stages - child, youth, adult and elder. The Director must be willing to change with the ongoing evolution of C/TFN circle governance.

QUALIFICATIONS

The Director is responsible for overseeing the management of two key branches which include Infrastructure & Special Projects. The Director will direct the work through each branch by:

- Providing direction and advice to each program area;
- Overseeing planning and co-ordination of activities for each program area;
- Providing advice on issues, policies, programs, and legislation pertaining to infrastructure dept.;
- Monitoring and evaluating results and initiatives in department;
- Reporting to Executive Council on activities in department;
- Overall policy development and implementation for Infrastructure and Special Projects;
- Cooperate with Governance/Finance Department (Policy & Legislation Analyst) with respect to reviewing, contribution agreements, proposals and contracts for approval by Management Board;
- Researching and accessing funding for projects;
- Ensuring daily operations in each area reflect overall priorities of the Government of C/TFN
- Assisting with the ongoing internal reviews and development of policy and legislation of the integrated services.

CONDITION OF EMPLOYMENT

- May experience stress, meeting deadlines and handling heavy workloads;
- Dealing with constant interruptions and high levels of regular/irregular critical deadlines;
- Ability to encounter and deal effectively with volatile people;
- May include working extended work hours;
- Responsible for timeliness;
- Valid Class 5 driver's licence;
- Sign and abide by the C/TFN Code of Ethics.

An eligibility list will be established from this competition. No compensation will be given for moving costs and must be eligible to work in Canada.

We thank all those who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Carcross/Tagish First Nation citizens on all competitions for C/TFN.

Candidate applications/résumés should clearly demonstrate related qualifications since selection for further consideration will be based on the information provided. Job descriptions are available from the C/TFN Human Resource Department or by emailing humanresources@ctfn.ca

APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.

Please apply to:
Carcross/Tagish First Nation
Finance & HR Department
Box 130, Carcross, Yukon Y0B 1B0
Phone: (867) 821-4251 Ext. 8269 Fax: (867) 821-3903