CARCROSS TAGISH
FIRST NATION

PO Box 130. Carcross, Yukon Y0B 1B0

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www.CTFN.ca

Employment Opportunity

Job Title:	**#25-0116 IT (Information Technology) Manager**
Department:	Finance
Status:	Permanent, Full-Time
Salary:	C/TFN Wage Scale Level 11-12 ($41.45 - $53.27/hr)
Closing Date:	February 26th, 2025.

This posting is to fill one (1) permanent full-time position. This is an until filled competition. Candidates are encouraged not to delay submitting their application as this posting can close at anytime. Resumes will be regularly screened until the position is filled or the competition closes, whichever is earliest.

We encourage all qualified candidates to apply. However, preference will be given to C/TFN Citizens, associate members and Indigenous candidates.

Carcross/Tagish First Nation Mission Statement

The Carcross/Tagish First Nation is mandated to protect the environment, health and wellness, education and aboriginal rights of our citizens; to continue to preserve to protect our culture, traditions, and languages; to protect and develop our natural resources and

strengthen our economy and the Carcross/Tagish First Nation government for our future generations.

Your Role

Reporting to the Chief Financial Officer (or designate), the IT Manager will play a critical role in providing strategic leadership and guidance to C/TFN in the areas of technology and IT infrastructure. This position is key to enabling major business processes by driving IT enhancements and resolving issues that impact operations.

The IT Manager will assume a leadership role within the IT department, overseeing the team and ensuring their work aligns with business objectives, technical standards, and operational requirements. This includes managing staff, fostering a collaborative and high-performing team environment, and ensuring that all activities- ranging from system selection and procurement to user training and feedback- are executed efficiently and effectively. Additionally, the IT Manager will drive the implementation of policies and processes to ensure alignment with the department's strategic goals and timelines.

This is an exciting opportunity for an experienced IT professional with strong leadership capabilities to shape the future of IT operations, contributing directly to the success of C/TFN's business initiatives.

Your Benefits

We are pleased to offer a comprehensive benefits package that includes competitive salaries, and ample job opportunities for professional growth. In addition, we provide a gas stipend for those who live more than 25kms from Carcross, and contributions to RRSP's ensuring that you are supported both professionally and personally.

Duties and Responsibilities

- Analyze, design, develop, integrate and implement systems business solutions, and provide advice on information systems strategy, policy, management, security and service delivery
- Provide supervisory duties and mentor staff
- Operate, administer, and maintain computer and telecommunications software, networks, and information systems

- Support the delivery and implementation of complex projects while maintaining regular operations.
- Build and maintain effective and collaborative relationships with stakeholders and partners
- Review diagnostics, assess system functionality and efficiently, install and update software and hardware, and provide user training
- Develop and update client documentation and internal procedures for incident management, maintenance, and resolution
- Offer technical support, troubleshoot computer problems, and provide timely resolution of service incidents
- Monitor security certificates, ensure company compliance with requirements, and implement security measures.

Essential Qualifications

Please submit your resume, clearly highlighting how you meet the qualifications outlined below. Candidates selected for further consideration will be based solely on the information provided in your resume.

- Bachelor's degree in computer science, Business Administration, Commerce or Engineering.
- Five years experience in systems analysis, data administration, software engineering, network design, or computer programming including supervisory experience
- Project Management certificate or demonstrated workflow in Project Management

For more information about this position, please reach out to Kristine Hildebrand, Chief Financial Officer at Kristine.hildebrand@ctfn.ca

For more information about the recruitment and application process, please reach out to Erica Couch, Human Resources Consultant at erica.couch@ctfn.ca

Desired Knowledge, Skills, and Suitability

- Knowledge of Carcross/Tagish First Nation history, culture, traditional territory, and demographics
- Strong ability to clearly communicate both oral and written through various mediums such as project status reports and presentations.

- Excellent ability to collaborate and engage multiple and diverse stakeholders using positive influence in working through projects.
- Ability to define project goals and work plans with timelines and deliverables to ensure the early integration of projects
- Strong case management, facilitation, negotiation and problem-solving skills
- Ability to foster a collaborative and effective working relationships.
- Proven leadership skills with the ability to effectively manage and guide a team, ensuring alignment with business goals and technical requirements
- While strong in team management, a demonstrated opportunity for improvement in formalizing and documenting processes, procedures, and policies to support operational consistency and alignment.
- Ability to work proactively and strategically with senior leadership to identify areas for IT enhancement and process optimization.

Conditions of Employment

- Verification of post-secondary education and project management
- RCMP Criminal record check
- Valid Class 5 Yukon's Drivers license
- Current drivers abstract

Please note- there are no relocation costs associated with this position.

Please submit your application by email to erica.couch@ctfn.ca with the competition number and name in the subject line.