



Employment Opportunity

Director of Operations

The **Key First Nation** invites application for **Director of Operations**. The Key First Nation is seeking a responsible, credible and efficient person to fill the position of **Director of Operations**. The position will work directly under the supervision of Chief and Council.

DUTIES AND RESPONSIBILITIES:

- Participate in program management, financial planning and decision-making
- Lead and supervise finance department staff on accounting reporting, internal controls, budgeting and other financial matters.
- Generate activity and financial reports to ensure all reporting requirements with all funding agency are adhered to.
- Independently plan, organize and prioritize an extremely large workload
- Provide advice, guidance and recommendations on budgetary issues, i.e. program enhancements or modifications
- Ensure regular reporting to the Chief and Council
- Establish contracts and report with central agency personnel
- Communicate information, verbally and in writing, in a way that creates understanding and gains support.
- Lead an effective integrated team promoting a team concept in delivery of services.
- Supervision and evaluation of all Key First Nation staff

QUALIFICATIONS:

- A TWO(2) YEAR Diploma Business Administration and/or related work experience
- Minimum of (2) years experience within a medium to large corporation.
- Must possess excellent public relation skills and qualities
- Must possess ability to negotiate program funding and employee contracts and agreements
- Must have knowledge and understanding of policy and program development
- Must possess knowledge of various Funding Agencies
- Excellent teamwork and teambuilding skills.
- A well defined sense of diplomacy, including solid negotiations, conflict resolutions, and people management skills.
- Must possess computer skills
- Must have the ability to maintain the strictest of confidentiality
- Knowledge of First Nation government and organizational structures in the Saskatchewan Region is essential
- Knowledge of First Nation Treaties and Governance
- Knowledge of First Nation language, culture, and traditions would be an asset
- Must possess a valid drivers license and a reliable vehicle

APPLICATIONS MUST BE RECEIVED BY: December 4, 2009 at 4:30 pm.

Only those candidates shortlisted for an interview will be contacted. Shortlist candidates must be able to provide a current original copy of the Canadian Criminal Records Check at the time of the interview and three (3) written reference letters. Preference will be given to those of Aboriginal ancestry.

Please submit resume applications and cover letters to:

Key First Nation, PO Box 293, Norquay, Saskatchewan, S0A 2V0 FAX: 306.594.2545

Attention: Administration Portfolio – Angela Desjarlais Email: agdesjarlais@yahoo.ca