



Muskowekwan First Nation No. 85

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BAND MANAGER

About Us

The Muskowekwan First Nation is a Saulteaux (Ojibway) First Nation located approximately 140 kilometers northeast of Regina. The registered population is approximately 1,800 with 500 members living on reserve.

About the Opportunity

Due to a retirement, MFN is hiring a full time BAND MANAGER to join the Muskowekwan team. The Band Manager is responsible for the management, administration and delivery of all Band programs and services in order to ensure that the needs of Band Members are met in a reasonable, effective and efficient manner.

Reporting to the Chief and Council, the Band Manager will oversee all operations of the Band. The Manager will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions meet the relevant legislation, policies and procedures. He/she is responsible for all financial transactions, staffing decisions and the delivery of all programs and services created and implemented by the Band Council.

The Band Manager also acts as liaison between other government agencies and departments, private industry business and any other individuals, groups or agencies operating in the community. The Band Manager must ensure that anyone conducting business or programs in the community are responsible to the Band and follow all applicable legislation, policies and procedures.

He/she must also ensure that all business and operations are conducted in a responsible, confidential and ethical manner.

More specifically, you will:

- Be directly responsible for the day to day management of all programs and services as it pertains to the Muskowekwan band.
- Be directly responsible for developing and assisting with all job postings and descriptions, job screening, payroll submissions, evaluations, interviews etc.
- Assist with technical and financial information to program / entity managers and Chief and Council to enable them to make sound financial decisions regarding the implementation, operation and delivery of programs and services and / or businesses for the betterment of the Muskowekwan Band and its membership.

- Lead the budgeting process, including monitoring for compliance with the approved budgets and reporting variances to the appropriate program / entity managers and Chief and Council.
- Develop, maintain and implement all policies and procedures with operational guidelines relating to the services and practices to ensure accountability, transparency and integrity.
- Develop and maintain a positive working relationship with all governmental departments, other First Nation communities and any other agencies whose activities may have an impact on the Muskowekwan Band. Its members or its programs and services.
- Attend community meetings to address service delivery concerns of the members and to respond to concerns, issues and requests of Chief and Council
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In order to qualify for this role, you will need the following:

- Successful completion of post-secondary education in business and / or administration.
- A minimum of 5 years of senior management / supervisory experience, preferably in a First Nation organization.
- Strong communication skills (written and oral) to effectively work with all stakeholders, including Chief and Council, subordinates, Band members, and external agencies.
- Strong financial skills for budgeting and cost control.
- Achievement oriented for meeting or exceeding a standard of excellence by focusing attention on effective outcomes, demonstrating a sense of urgency, showing integrity, initiative and delivering against defined targets.
- A strong commitment to skill development and experience with a community economic development corporation is considered an asset;
- Ability to work independently and in a team-oriented, collaborative environment is essential.
- Strong interpersonal skills and the ability to take the role as a leader of a team in order to achieve successful results.
- Solid working knowledge of current computer technologies and software.
- A thorough understanding and commitment to the growth and development of the Muskowekwan First Nation.

To apply for this position

- Submit a cover letter and resume by Friday, April 27th, 2018 at 4:30pm email to hr@mrl.ca, by fax to (306) 242-5785 or by mail to:
Muskowekwan First Nation
C/O Muskowekwan Resources Ltd.
Attention: Human Resources / Band Manager Recruitment
#140 --- 2553 Grasswood Road East, Saskatoon, SK S7T – 1C8
- For more information about our community please visit our website at www.muskowekwan.ca

We sincerely appreciate all applicants for their application, however,

Only those selected for an interview will be contacted.

Thank you for your interest in working for the Muskowekwan First Nation