



Pehdzeh Ki First Nation

Box 56

Wrigley, NT X0E 1E0

Phone: 867-581-3321

Toll Free: 1-855-813-5223

Fax: 867-581-3229

Band 756

Employment Opportunity

Interim Senior Administrative Officer **Full Time Senior Administrative Officer**

Pehdzeh Ki First Nation is seeking applications from dynamic individuals interested in an ***immediate - interim daily senior administrator*** with the First Nation and... a **full time Senior Administrative Officer**.

The interim position will involve the following duties and responsibilities:

- *Daily management of all programs and services*
- *Management of all staff and positions within the First Nation including community provided essential services.*
- *Management of all FN related outdoor programs / projects*
- *Financial management within the FN administration including; but not limited to payroll, program budgeting, all FN related travel / budgets and community projects budgeting / maintenance*
- *Reporting to and advising the PKFN Chief and Council*
- *When required - animal husbandry / direct community upkeep / lawn maintenance – all staffing etc.*

The Full Time Senior Administrative Officer Position will involve the same duties as the interim position and will require the following:

- A post-secondary education in public or business administration for three (3) years and/or senior management experience; preferably with First Nations' organization equivalencies
- Excellent reading, written and communication skills
- Time management and staff management skills an asset
- Daily and Long term community planning skills
- Administrative and Staff organizational skills
- Capable of developing proposals and business plans
- Land use planning and economic development capabilities
- Ability to work with / report to the PKFN Chief and Council – maintain confidentiality
- Working knowledge of the Slavey language / traditional Dene community way of life an asset
- Have a Class 5 license

Both positions play a vital role in ensuring the well-being of all PKFN residents. They include meticulous planning and public works projects as well as maintain a robust infrastructure with clean water and sanitation services. Both positions will adhere to all PKFN administrative policy requirements.

Positions will remain open until a suitable candidate is found, please submit your application and / or resume to the PKFN front office addressed to: Chief and Council, Pehdzeh Ki First Nation - Mahsi