

Hamlet of Fort Providence

SENIOR ADMINISTRATIVE OFFICER (SAO)

The Hamlet of Fort Providence, a picturesque, predominately Indigenous community on the Mackenzie River, approximately 300 km southwest of Yellowknife, is seeking a qualified and experienced Senior Administrative Officer to oversee the management and operations of the Hamlet of Fort Providence.

The SAO reports directly to the Mayor and Council and is responsible for the overall management, operations and delivery of municipal services. The SAO will ensure that operations are conducted effectively and efficiently, ensuring that all decisions and actions comply with the relevant legislation, policies and procedures.

The ideal candidate will have:

- A recognized diploma/degree in Management or Public Administration
- Good interpersonal skills to communicate with Council, staff, and the community.
- Solid background in all aspects of the operations and maintenance of a small northern community.
- Sound knowledge of infrastructure, planning, community development and finance.
- Ability to execute approved capital projects.
- Cross Cultural Awareness
- Several years experience as a municipal administrative officer.

Salary is commensurate with education and experience. The Hamlet offers a benefits package, including Northern Employees Benefits Service, and Housing/Settlement Allowance.

The successful candidate will be subject to reference checks, formal background check and a criminal records check. A copy of the job description is available upon request.

Resumes accompanied by a cover letter detailing your experience, qualifications and interest can be emailed to:

**Mayor and Council
Hamlet of Fort Providence**

**Phone: 867-699-3441
Fax: 867-699-3360
Email: sao@fortprovidence.ca**

This posting will remain open until filled. Only those selected for an interview will be contacted.