

HAMLET OF TSIIGEHTCHIC

P.O. Box 4, Tsiigehtchic NT, X0E 0B0 - Phone: 867-953-3201 Fax: 867-953-3302

Senior Administrative Officer (SAO)

The Hamlet of Tsiigehtchic is recruiting for a Senior Administrative Officer with experience at the senior management level, preferably with a municipal government.

Under the direction of the Mayor and Council, the Senior Administrative Officer manages, directs, and administers, the affairs of the Hamlet.

Qualifications:

- A recognized diploma or degree in Local or Municipal Government, Public Administration, or Business Management.
- Minimum 3 years hands-on municipal government experience
- Working knowledge and understanding of NWT legislation.
- Accounting, Public Administration.
- Equivalencies will be considered

Salary is commensurate with education and experience. The Hamlet offers a full benefit package, including Northern Employees Benefits Service, Northern Living Allowance, housing at a reasonable rate.

The successful candidate will be subject to reference checks, formal background check, and criminal records check. Job description is available upon request.

Interested persons can submit a letter of application and resume to:

Hamlet of Tsiigehtchic
P.O. Box 4, NT, X0E 0B0
Fax: 867-953-3302

Email: sao@tsiigehtchic.ca

We thank all applicants however, only those selected for an interview will be contacted.

This competition will remain open until the position is filled.