

# MISTAWASIS NEHIYAWAK

## FIRST NATION #103



### EMPLOYMENT OPPORTUNITY MISTAWASIS NEHIYAWAK FIRST NATION DIRECTOR OF HUMAN RESOURCES

#### Position Summary:

Mistawasis Nêhiyawak First Nation (Mistawasis) requires a Human Resources (HR) Director with responsibility for the overall operations of the HR Department and its associated programs and functions in support of Mistawasis' goals and objectives. This will be accomplished by conducting short-and-long-term planning efforts, designing HR programs, and overseeing the development and implementation of Mistawasis' policies and procedures. The HR Director shall also manage budgets for HR administration and engage the organization in achieving its business and people objectives, as well as timely policy interpretation and subsequent actions.

#### Duties but not limited to:

- Lead the implementation, monitoring, evaluation, and development of Mistawasis' HR strategies and procedures.
- Supervise hiring of staff; determine workload; monitor and evaluate employee performance; initiate any corrective or disciplinary action.
- Ensure that all relevant policies, procedures, practices, processes, and systems meet and comply with applicable legislation.
- Deliver training presentations, curricula, and course materials using acceptable methods and techniques.

#### Requirements:

- A relevant post-secondary degree and/or several years established experience in a related field.
- Strong knowledge of current employment legislation and a strong commitment to diversity management.
- Knowledge of principles, theories, and techniques related to employee classification, job analysis, and job descriptions.
- CPIC and Vulnerable Sector Check are required for the successful applicant.
- Incumbent must be able to demonstrate communications skills with a diverse audience.
- Knowledge of First Nation Culture is an asset.

**Working offsite is a possibility.**

**Salary to commensurate with Qualifications and Experience.**

**Closing date for applications is Monday, November 14, 2022 at 4:30 PM**

Only those candidates to be interviewed will be contacted.

Please forward a cover letter, resume, and current references to: [jliu@mistawasis.ca](mailto:jliu@mistawasis.ca)

Attention: Joseph Liu – Director of Operations

Mistawasis Nêhiyawak First Nation

Box 250, Leask, Sask., S0J 1M0

Phone: (306) 466-4800

Fax: (306) 466-2299