



WHITECAP DAKOTA FIRST NATION

EMPLOYMENT OPPORTUNITY – FISCAL & INTERGOVERNMENTAL AFFAIRS ANALYST

We are a modern and progressive First Nation near Saskatoon and if you are an enthusiastic and dedicated professional, we want to hear from you. We offer competitive compensation, and great benefits! Apply to join our team today and see what the Whitecap Dakota First Nation is all about!

POSITION SUMMARY

Whitecap Dakota First Nation' Fiscal and Intergovernmental Affairs Analyst will support on-going intergovernmental negotiations and analysis with a specific focus on the financial relationship between Whitecap Dakota First Nation (WDFN) and Canada. This position assists in a variety of initiatives and acts as the on-the-ground liaison between governments. They will assist or take the lead in various negotiations processes, including participation in the Fiscal Collaboration Process. This role will include supporting WDFN self-governance implementation activities.

DUTIES AND RESPONSIBILITIES

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of the Whitecap Dakota First Nation and reporting to the Director of Self Government, the Employee will:

- Support and foster various WDFN's partnerships with other governments
- Provide research support for the purpose of developing and substantiating WDFN positions in negotiations through research, analysis and drafting of materials for Chief and Council and the Governance Team
- Monitor and analyze emerging trends and developments in various levels of government, Indigenous governments, the private sector, civil society, and the external environment and assesses the implications for implementation of various agreements and policies
- Establish and maintain liaison with representatives of provincial, federal, and Indigenous governments in the negotiation process by tracking the relevant policies of federal and provincial governments
- Conduct research on a range of issues related to various negotiations and self-government, including fiscal relations and taxation arrangements and prepare reports
- Schedule, coordinate, and attend meetings, maintaining a record of meetings as required
- Other duties as assigned that fall within scope and ability

Education and Experience Requirements

- Degree or graduate degree in public policy, administration, or business/accounting
- Five (5) years experience in financial management and/or government administration, preferably in indigenous government settings
- Exposure to intergovernmental fiscal arrangements and funding agreements

- Knowledge of First Nation governance and programming
- Strong writing skills demonstrated through briefings, power points and other written material
- Strong verbal skills; conciseness
- Special consideration may be given to candidates with strong cultural knowledge and understanding

The successful candidate will be subject to an acceptable Criminal Record Check as a condition of employment.

EMPLOYMENT TYPE: Fulltime

SALARY AND BENEFITS

- Competitive salary based on qualifications and experience.
- Benefit and Pension Eligibility
- Eligibility for a subsidy of regular rates at the Whitecap Early Learning Centre.

APPLICATION PROCESS

Submit cover letter and resume by email to: mstdenys@whitecapdakota.com.

APPLICATION DEADLINE – March 15, 2023

We wish to thank all applicants for their interest. Only candidates selected for interviews will be contacted.

