



CARCROSS/TAGISH FIRST NATION

EMPLOYMENT OPPORTUNITY

Job Title: Housing Manager/ Asset Administrator

CLOSING DATE: August 04 / 2017

DEPARTMENT: Infrastructure

STATUS: 6 Month Term

SALARY: C/TFN Wage Scale Level 10-11

JOB SUMMARY

Under the direct supervision of the Senior Manager of Infrastructure, the Housing Manager / Assets Administrator is responsible for the daily administration of Carcross / Tagish First Nation (GC/TFN) housing / assets programs, and for integrating the four elements of the Values and Virtues of Life (mental, emotional, spiritual and physical) into the administration. The Manager will ensure that programs delivered reflect life's four stages - child, youth, adult and elder. The Manager must be willing to change with the ongoing evolution of GC/TFN circle governance.

QUALIFICATIONS

- Completion of grade 12 or equivalent
- Bachelor Degree in related field
- 3 years of experience in the housing field in first nation communities
- Ability to understand and apply policies and legislation.
- Must be familiar with and highly capable of using office software programs such as; Microsoft Word, Excel, Power Point, etc.
- Strong interpersonal communication skills required dealing with the public and GC/TFN staff.
- Excellent writing and oral skills
- Proficient in management, supervision, budgeting and administration
- Good problem solver, planner, and creative thinker

CONDITION OF EMPLOYMENT

- Valid Yukon Class 5 driver's licence
- Travel to various locations in the Yukon
Must agree to sign employee code of ethics

An eligibility list will NOT be established from this competition. No compensation will be given for moving costs and must be eligible to work in Canada.

We thank all those who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Carcross Tagish First Nation citizens on all competitions for C/TFN.

Candidates applications/resumes should clearly demonstrate their related qualifications, since selection for further consideration will be based on the information provided. Job descriptions are available from the C/TFN Human Resource Department

APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.

Please apply to:

Carcross/Tagish First Nation

Finance & HR Department

Box 130, Carcross, Yukon Y0B 1B0

Phone: (867) 821-4251 Ext 8213 or 8269 Fax: (867) 821-3903



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Email: humanresources@ctfn.ca