



PO Box 130, Carcross, Yukon Y0B 1B0
(867) 821-4251
www.ctfn.ca

Employment Opportunity



Job Title: Human Resources Manager
Department: Finance & HR
Employment Status: Full Time – Permanent
Salary: \$74,305 - \$109,329 / Per Annum

Closing Date: **May 22, 2019**

JOB SUMMARY

Under the direct supervision of the Chief Financial Officer, the Human Resources Manager is responsible for managing the delivery of a full range of integrated Human Resource Management services, as well as leading the management of complex staff relations matters for Carcross/ Tagish First Nation (C/TFN) and for integrating the four elements of the values and virtues of life (mental, emotional, spiritual and physical) into Human Resources. The HR Manager will ensure that, where possible, HR programs delivered reflect life's four stages - child, youth, adult and elder. The HR Manager must be willing to change with the ongoing evolution of C/TFN circle governance.

QUALIFICATIONS

- Relevant post-secondary education, preferably with coursework in human resources management, organizational behaviour, labour law, industrial relations, or other relevant discipline, CHRP designation or enrolment in CHRP programs would be an asset;
- Experience providing HRM services including labour relations, job and organizational design, staffing, disability management, HRM strategic planning, organizational development, etc.;
- Experience developing, planning, evaluating, implementing, and managing a range of HRM programs and services;
- Experience leading or supervising HR department;
- Must communicate effectively, both written and oral;
- Knowledge of First Nations environment;
- Minimum of 3 to 5 years work experience in Human Resources;

KNOWLEDGE AND EDUCATION

- Valid Yukon Class 5 driver's license
- Willingness to travel
- Supervisory skills
- Criminal Records Check

We thank all those who apply and advise that only those selected for further consideration will be contacted.

Please Note:

- No compensation will be given for moving costs and applicants must be eligible to work in Canada.
- Job descriptions are available from C/TFN Human Resource Department
- For more information and to see additional employment opportunities, please visit our website at:
www.ctfn.ca/employment

**PLEASE QUOTE THE COMPETITION TITLE ON YOUR APPLICATION WHEN
APPLYING.**

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

Apply to:

Carcross/Tagish First Nation
Human Resources Department
Box 130, Carcross, Yukon Y0B 1B0
Phone: (867) 821-4251 Ext 8269

Email: HumanResources@ctfn.ca