



## CARCROSS TAGISH FIRST NATION

PO Box 130. Carcross, Yukon Y0B 1B0

(867) 821-4251

[www.CTFN.ca](http://www.CTFN.ca)

Employment Opportunity



**Job Title:** Director of Governance  
**Department:** Governance  
**Status:** Permanent  
**Salary:** \$97,330.42 - \$114,409.69

**Closing Date:** **Extended Closing Date** – September 17, 2020

### **JOB SUMMARY**

Reporting to the Senior Director of Operations, the **Director of Governance** manages the Governance Department and oversees the First Nation's Governance services, including; organizational policy development, C/TFN legislation and regulations, citizenship and enrollment, internal and external communications, inter-governmental relations, C/TFN's Constitution, oversight management and administration of Councils, Boards and Committees, external funding proposal and administration, and implementation of the Carcross/Tagish First Nation Self-Government Agreements.

### **RESPONSIBILITIES**

- Providing technical support for the development of and interpretation of existing legal and administrative documents.
- Promoting active participation in the various bodies by arranging for Elections, educating and soliciting interest from citizens, providing logistical support as appropriate
- Working closely with the Chief & Council and departmental Directors in the development, implementation, monitoring and progress reporting of multi-year and annual Strategic Plans and priorities of C/TFN Government
- Working closely and collaboratively with C/TFN Leadership in establishing and managing the ongoing implementation of C/TFN Final Agreement, Self-Government Agreements and Financial Transfer Agreement
- Overseeing and managing all administration relating to C/TFN Registry Citizenship by supervising and overseeing the work of the Registry Officer
- Overseeing and managing all legal and regulatory documents and policies as well as other ongoing and historical administrative documents for the First Nation

### **QUALIFICATIONS**

- Bachelor's Degree in Business, Public Administration, Political Science, or related

- 10+ years of related experience. 5 years of that at senior level
- Experience in administration including report writing and interpretation of complex documents, legislation and procedures
- Strong time management and project coordination skills
- Excellent attention to detail
- Knowledge of C/TFN governance structure, processes and philosophies, history and culture
- Knowledge of First Nation governments and related financial arrangements
- Knowledge of C/TFN Land Claims and Self-Government Agreements
- Knowledge of C/TFN Final Agreements and Implementation Plans
- Proven leadership ability with capability to influence others and a professional approach
- Excellent verbal and written communication and presentation skills
- Strong analytical and negotiation skills
- Strong ability to exercise sound judgment
- Ability to engage staff at all levels of the organization
- Ability to work with and manage confidential information and use independent judgment
- Completion of Peacemaking Circle Training is encouraged and will be considered an asset

## **CONDITIONS OF EMPLOYMENT**

- RCMP Criminal Record Check
- Valid class 5 Yukon driver's license
- Must be willing and able to travel both in and outside of Yukon

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**We encourage all qualified applicants to apply however preference will be given to Carcross/Tagish First Nation citizens on all competitions for C/TFN.**

**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 GC/TFN Human Resource Department

**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](mailto:HumanResources@CTFN.ca)**