

MOOSE DEER POINT FIRST NATION EMPLOYMENT OPPORTUNITY

POSITION: ANGA PROJECT MANAGER, PRE-IMPLEMENTATION PROJECT
DURATION: SHORT TERM CONTRACT, to be completed by March 31, 2021
SALARY: \$25 to \$30/hr, depending on experience and qualifications
START DATE: As soon as possible

Under the direct supervision of the First Nation Administrator, and accountable to the Moose Deer Point Chief and Council, the Anishinabek Nation Governance Agreement (ANGA) Project Manager will be responsible for coordinating the pre-implementation activities in support of the recent successful ratification of the Anishinabek Nation Governance agreement. The agreement will lead to the eventual development of governance related laws: Elections; Citizenship; and Culture and Language as well as other governance tools under the agreement. The main deliverable of the project is to work closely with Anishinabek Nation technical experts to conduct a needs analysis that supports a knowledge base and creation of tools for successful implementation of our governance jurisdiction.

Qualifications:

- Good understanding of Moose Deer Point First Nation government, administration, past and current initiatives
- Post-secondary education in a related field;
- 5 years related experience;
- Proficiency with MS Office business applications, Internet and web-enabled applications; Proficiency with project management software
- High degree of initiative, self-direction. Able to work with minimal supervision. Responsible and able to maintain confidentiality
- Exceptional analytical and organizational skills
- Superior written and verbal communication skills. Must be people oriented
- Must possess a valid driver's licence, have reliable transportation and be willing to travel as required.

Duties and Responsibilities:

The Project Manager shall:

- Initiate and manage a governance assessment related to where the community is at in terms of these law making and governance areas;
- Lead and develop a governance project work plan based on the assessment, and on the stipulations contained in the Anishinabek Nation Governance Agreement;

- Manage, track and report on the progress of the work plan;
- Lead and manage community consultation and communications with regard to the assessment and the work plan;
- Manage technical support staff and contractors that assist in the project;
- Ensure the creation of standardized assessment tools and standardized work plan processes that can be utilized by other Anishinabek First Nations; and
- Work closely with technical experts from the Anishinabek Nation
- Ensure reporting of the project to leadership and funding sources.

Related responsibilities will include:

- Cost control and reporting;
- Maintaining project documentation as required;
- Project administration and document management;
- Full-cycle recruiting for subcontracts
- Purchasing equipment and supplies
- Preparing payment claims
- To attend meetings and participate on committees, as directed
- To provide detailed activity reports to Council and the Administrator as required
- To work collectively and collaboratively with Council, community and the other members of staff and to participate as an effective team players, at all levels
- Other duties as assigned

Please submit your **updated resume and cover letter** to the First Nation Government Office, Attention: Colette Isaac, Administrator on or **by November 4, 2020**. Resumes will be accepted at the Government Office or by email to colette.isaac@moosedeerpoint.com. Please put "ANGA PRE-IMPLEMENTATION" in the subject line or sealed envelope.

We thank you for your interest in employment with the Moose Deer Point First Nation, however only those candidates demonstrating the above noted qualifications will be contacted for an interview.