

Kát'odeeche First Nation Job Posting

Job Title: Negotiations Manager

Reporting Relationship and Authority

The Negotiations Manager reports to the Lead Negotiator. Where the Lead Negotiator is a contracted service, the Negotiations Manager reports to the Chief Executive Officer on all administrative matters and takes negotiation direction from the Lead Negotiator.

Major Areas of Responsibility

The overall goal of the Negotiation Manager position is to coordinate and manage the contribution agreements, funding, files, contracts, communications, meetings, and other related activities arising from the implementation of a variety of negotiation and consultation processes.

The Negotiations Manager's main areas of responsibility are to:

- Prepare proposals and reports to maintain ongoing funding through contribution agreements for negotiation and consultation processes.
- Manage negotiation and consultation contribution agreements and budgets.
- Process invoices, cheque requisitions, travel advances, and purchase orders as per KFN administrative and financial policies.
- Maintain ongoing contact with funding agencies.
- Maintain negotiation and consultation files.
- Coordinate KFN participation in all negotiation and consultation meetings.
- Attend negotiation and consultation sessions as required on the Hay River Dene Reserve.
- Where funding permits, attend negotiation/consultation sessions in other locations.
- Make summarized minutes of negotiation and consultation meetings.
- Coordinate the activities of the Negotiation Advisory Committee.
- Assist in the preparation of information regarding negotiations and consultation as per the Negotiations Communications Plan.
- Ensure that information is properly disseminated to relevant audiences, including Chief and Council, KFN membership, other Indigenous governments, public government officials, press outlets, and the public at large.
- Other related duties as required.

Working Conditions

The position is based in the KFN Administration Office. Standard administrative work hours and policies will apply, unless otherwise negotiated. KFN provides a competitive salary and benefits package, encourages participation in traditional cultural activities, and offers a smoke-free work environment.

Qualifications

The Negotiation Manager must be able to manage his/her time efficiently, make informed and balanced decisions, maintain the respect of all personnel within the organization, maintain confidentiality, and work cooperatively with the CEO, Lead Negotiator, other KFN personnel, Council, membership, and other governments and agencies.

The standard qualifications for this position are as follows.

- Post-secondary certification and at least three years' experience in Administrative or Business management.
- Self-motivated; able to work independently.
- Very good oral and written communication skills.
- Good working knowledge of computers and standard office software applications, particularly Word, Excel, and Power Point.
- A valid NWT driver's licence and a willingness to travel on KFN business.
- Knowledge of, or the ability to converse in, and the willingness to learn Dene Yati is an asset.

Qualifications will be flexible depending on the motivation of the applicant to take relevant training to meet the needs of the position.

Salary Range

The salary range for this position is negotiable, depending on qualifications, but will range between \$74,000 to \$85,000 per annum.