



# Pehdzeh Ki First Nation

Box 56  
Wrigley, NT X0E 1E0  
Phone: 867-581-3321  
Toll Free: 1-855-813-5223  
Fax: 867-581-3229  
Band 756

## EMPLOYMENT OPPORTUNITY

### Senior Administrative Officer-SAO/Band Manager Full Time, Permanent Position

#### **Position Summary**

Pehdzeh Ki First Nation is looking for a Senior Administrative Officer. Reporting directly to Chief and Council, the Senior Administrative Officer (SAO) leads the planning, organization, implementation and evaluation of the overall management and day-to-day operations of Pehdzeh Ki First Nation. The SAO ensures overall fiscal responsibility, and oversees the delivery of effective programs that meet the needs of the Pehdzeh Ki community and its citizens. This position is the primary liaison between Chief and Council and the Administration, and leads the Management Team and staff in operationalizing and implementing the strategic direction set by Chief and Council.

#### **PRIMARY RESPONSIBILITIES**

##### **Leadership and Operations:**

Oversees all operations and programs, including Administration, Finance, Health, Lands, Education, Social Programs and Economic Development for the First Nation. Also oversees operations for Pehdzeh Ki Contractors Ltd. If a board is not established.

Provides guidance and mentoring to employees and for succession planning and works to resolve issues between staff or with community members

Ensures Pehdzeh Ki's programs and operations meet municipal, provincial and federal legislation, as applicable.



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Oversees Human Resources for the organization, including policy, workforce planning, employee relations, recruiting & selection, performance management, employee development, and occupational health and safety

Leads the Management Team to ensure a healthy and productive work environment, where employees work together to achieve individual, departmental and Pehdzeh Ki First Nation goals.

## **Financial Oversight:**

Ultimately responsible for PKFN's finances, including annual budget preparation, overall financial and cost controls, financial management and accountability, and ensures financial risks are mitigated.

Oversees and administers all contracts

Works in collaboration with the Finance Manager to provide regular financial reports and updates to Chief and Council

Ensures that all reporting requirements are met for external funders

## **Chief and Council:**

Supports Council in the development of Pehdzeh Ki's strategic plan and goals

Responds to Council requests for information

Attends and provides advice and input at Council and Committee meetings

Makes recommendations to Council for amendments to existing policy and development of new policy, where required

Provides reports and recommendations for changes or improvements to programs and services, infrastructure, capital projects and housing

Ensures all Band Council Resolutions and documents are properly executed, recorded and filed.

## **Community Relations:**

Builds and maintains positive relationships with PKFN citizens

Assists members and responds to their inquiries/requests and delegates as appropriate, to ensure members receive timely responses

## **External Relations:**



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Explores, reviews and pursues funding streams

Develops and maintains relationships with federal, provincial, and municipal governments and other agencies and organizations in the best interest of PKFN.

## **REQUIRED QUALIFICATIONS, KNOWLEDGE & EXPERIENCE**

- Degree in Business Management or related field is required
- Minimum 10 years of progressive management positions within an Indigenous organization is an asset
- Excellent business and finance acumen with the ability to analyze situations and make sound decisions and/or recommendations
- Excellent verbal and written communication skills, as well as the ability to make effective presentations
- Intermediate proficiency level in Microsoft Office.
- Respect for Pehdzeh Ki First Nation culture
- Satisfactory criminal record check and driver's abstract
- Class 5 driver's license

The job requires relocation to Pehdzeh Ki First Nation's community of Wrigley, Northwest Territories. PKFN will provide a residence, less living expense fees and damage deposit. Relocation assistance and use of PKFN vehicle while employed can be further discussed.

## **HOW TO APPLY**

If you are looking for a challenging, rewarding opportunity in beautiful, remote community and you believe you meet the requirements to be successful in this role, please submit a cover letter and your resume to [info@pkfn.ca](mailto:info@pkfn.ca) or [saoassistant@pkfn.ca](mailto:saoassistant@pkfn.ca)

Any questions, please feel free to contact us at 1-867-581-3321



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We thank all applicants for applying, however, only those candidates selected for interviews will be contacted.