



Deh Gah Got'ie First Nation
Box 200
Fort Providence, NWT
X0E 0L0



Phone: (867) 699-7000 Fax: (867) 699-3134

Executive Director

The Deh Gah Got'ie First Nation of Fort Providence have an exciting opportunity for an experienced manager to work as an Executive Director of the Deh Gah Got'ie Dene Council. Under the general direction of Chief and Council, the Executive Director's key responsibility is to provide successful leadership and management in administering the affairs and programs of Dene Council. Duties include:

1. Provide leadership support to Chief and Council in organizing, planning, coordinating, and implementing strategic goals and objectives of the organization, including initiatives in Economics, Social/Cultural, and Governance,
2. Manage the operational planning of the Dene Council organization and programs, including the effective day-to-day operations of the organization,
3. Oversee Human Resources planning and management of core and program staff, including coaching and mentoring of trainees and full-time staff,
4. Ensure effective and efficient financial planning and management, including the successful maintenance of bookkeeping and accounting procedures.

Qualification:

- Business Degree/Diploma or an equivalent of a minimum of five years management related experience.
- Strong organizational and financial management experience is strongly recommended, especially in the areas of business analysis and organizational development.
- Knowledge of First Nations and Culture.
- Proficiency in office equipment and computers, word processing, software programs such as Accounting software, Excel, Power Point, Webpage development.
- Class 5 Driver's license.

Salary and benefits are negotiable. A detailed job description, with areas of responsibilities, will be made available to candidates selected for an interview. Interested candidates should forward their resume and cover letter by e-mail or fax before **5 PM, Friday, July 8, 2011**, to:

Selection Committee (ED)
Deh Gah Got'ie First Nation
P O Box 200
Fort Providence, NT X0E 0L0
Fax: 867-699-3134
chief@dehgahgotie.org

Only those candidates selected for an interview will be contacted.