



JOB OPPORTUNITY

POSITION:	Chief Executive Officer
LOCATION:	Community Services
WORK SCHEDULE:	35 hours a week, Monday to Friday.
TERM:	Indeterminate, 6-month probationary period.
SALARY:	\$140,000.00/year
DEADLINE:	June 30, 2023 at 12:00 p.m. (EST)

Summary

Under the supervision of Chief and Council the Chief Executive Officer is responsible for leading the planning, organization, implementation and evaluation of the overall management of all the day to day operations of Kitigan Zibi Anishinabeg.

If you are interested in applying for the position, please forward your:

- a) cover letter and resume;
- b) copies of education, degree, training and any designation or certification attained;
- c) any other documentation and information that will support that you meet the qualifications and competencies required (please review job description);
- d) 3 references;
- e) copy of driver's license.

to Samantha Tenasco, Executive Secretary to Chief and Council
Kitigan Zibi Anishinabeg Community Services
1 Paganakomin Mikan, Maniwaki, Quebec J9E 3C9
Email: samantha.tenasco@kza.qc.ca
Fax: 819-449-5673

by June 30, 2023 at 12:00 p.m. (EST)

Candidates will be screened based on a checklist of all requirements, information contained in their resume, support documentation and references. Validation will be made of the applicant's education, training and licenses.

Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy. It is the responsibility of the applicant to ensure that all documents are submitted on time and confirm if their application is received. Your contact information must be current and accurate.



Chief Executive Officer JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Chief Executive Officer (CEO)
Category	Professional
Sector	Administration
Location	Community Services
Terms	Indeterminate Full-Time, Level
Hours	35 hours Flexible
Immediate supervisor	Chief and Council
Date of job description	June 2023
JOB SUMMARY	
<p>The Chief Executive Officer (CEO) reports directly to Chief and Council and is the person responsible for leading the planning, organization, implementation and evaluation of the overall management of all the day to day operations of the First Nation.</p>	

KEY DUTIES
<p>The Chief Executive Office will:</p> <ul style="list-style-type: none"> • Attend Chief and Council's meeting, Finance and Audit Committee, and other relevant committees and provide reports as applicable. • Prepare and recommend to Chief and Council, descriptions of the powers, duties and functions of all employees of the First Nation. • Oversee, supervise and direct the activities of all officers and employees of the First Nation • Oversee and administer the contracts of the First Nation. • Develop and recommend policies and procedures for Council approval. • Ensure all people working for the First Nation comply with the First Nation's policies and procedures. • Establish the appropriate and necessary relationships with government officials (Federal Provincial, Municipal, etc.) to help facilitate mutually beneficial relationships. • Create a planning and budgeting calendar which include the preparation of annual forecasts, capital and operating budgets and a five-year financial plan with input from relevant department heads, including any long-term debt financing proposals and ensure deadlines are met. • Conduct regular financial monitoring to compare actual income and expenditures. • Identify, assess, monitor and report on risks, including financial reporting risks and fraud risks. • Maintain a current First Nation's capital assets registres and life cycle management plan. • Contribute to the procurement process, including assisting in the selection, evaluation, and monitoring of contractors and suppliers. • Ensure requests for payments are accompanied by supporting documentation and are in accordance with budget, financial signing authorities, or other specific limitations.

- Conduct ongoing monitoring and management of all long-term debt obligations and reporting
- Ensure all people working for the First Nation follow the code of conduct and conflict of interest requirements.
- Provide day to day assistance and advice for staff and managers and training as required •
- Evaluate the performance of all officers and employees who report to the CEO.
- Carry out any other duties as required in the First Nation Financial Administration Law, any other First Nation's Law or assigned by the Chief and Council.

ACCOUNTABILITY

The Chief Executive Officer (CEO) reports directly to Chief and Council and is the person responsible for leading the planning, organization, implementation and evaluation of the overall management of all the day to day operations of the First Nation.

WORKING RELATIONSHIPS

Interpersonal Relationships	<ul style="list-style-type: none"> • Maintains proper supervisory relationships with KZA Service Directors. • Maintains positive working relationships with Band Council, community members and employees.
Leadership	<ul style="list-style-type: none"> • Holds the leadership role in the management of KZA finances and operations. • Maintains a high level of confidentiality and discretion.
Team work	<ul style="list-style-type: none"> • Demonstrates the ability to support and create team work within all sectors of KZA.
External and Internal communications	<ul style="list-style-type: none"> • Communicates with other First Nations, local, regional, provincial and federal agencies. • Communicates regularly with the employees, the general public and KZA community members. • Effective verbal and written communication in English and French.
Negotiations	<ul style="list-style-type: none"> • Will be required to negotiate project based, annual and multi-year agreements.
Training	<ul style="list-style-type: none"> • Keeps abreast of all Federal and Provincial Regulations pertaining to accountability and transparency. • Keeps abreast of all Federal and Provincial Regulations. • Keep current of all other legislation and policies that are required for employer compliance. • Attends professional development training. • Promotes capacity building and management development. keeps current on management issues and legal obligations.

ENVIRONMENTAL FACTORS	
Deadlines	<ul style="list-style-type: none"> • Proven ability to coordinate work activities and organize own work to meet concurrent deadlines and accomplish multiple tasks; • Ensures administrative and multiple reporting deadlines is completed at all levels, including the annual audit;
Mental and physical effort	<ul style="list-style-type: none"> • The incumbent must spend long hours in intense concentration. • The incumbent must also spend long hours on the computer conducting financial analysis and preparing detailed reports which requires attention to detail and high levels of accuracy. • Fluctuating stress levels may be in the medium to medium high range. • Physical effort is limited to inspecting both indoor and outdoor programs and services.
Working Conditions	<ul style="list-style-type: none"> • Fluctuating work hours/days. • Fast paced work environment with frequent interruptions. • Required to be on call.
Cultural competency	<ul style="list-style-type: none"> • Awareness and knowledge of KZA culture and community.

QUALIFICATIONS REQUIRED	
Education and Experience	<ul style="list-style-type: none"> • Bachelor's degree in administration or pertinent field. • Master's degree in relevant field would be an asset. • Five (5) years experience in an administration/management position. • Minimum of Five (5) years of working in a financial administration/management role, preferably in a First Nation's environment. • Proven experience and expertise in management, performance reporting and financial forecasting. • Knowledge of financial law regulations and risk management best practices. • Experience working with a Chief and Council and Finance and Audit Committee or equivalent.
Skills and knowledge	<ul style="list-style-type: none"> • Financial management and generally accepted accounting principles. • Budgeting. • Understanding of relevant legislation, policies and procedures. • Year end audit process. • Strong leadership skills with the ability to manage, mentor and motivantes others. • High degree of ethos, confidentiality and integrity. • Financial management. • Strategic management and planning skills and the ability to apply financial knowledge to create strategies.

	<ul style="list-style-type: none"> • Decision making and negotiation. • Computer skills, including proficiency in spreadsheets and word-processing. • Effective written communication skills, including the ability to prepare reports, policies, and motions.
Conditions of employment	<ul style="list-style-type: none"> • Medical Certificate of good health is required if considered for the position. • Enhanced reliability check will be required in order to be considered for the position. • Must not possess any criminal convictions related to the position. • Available to work outside regular business hours and travel, as required. • Legally able to work in Canada.