



# *Manitoba Keewatinowi Okimakanak Inc.*

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Suite 1601-275 Portage Avenue  
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## **Employment Opportunity – Winnipeg Office Intergovernmental Relations Analyst**

Manitoba Keewatinowi Okimakanak Inc. (MKO), is seeking a highly experienced and qualified individual for the position of Intergovernmental Relations Analyst. Under general direction of the Grand Chief, the Intergovernmental Relations Analyst will provide high-level policy analysis and political guidance to the Grand Chief, Chiefs, and staff members of the Grand Chief's Office. The duties are performed in accordance with the objectives of the MKO political strategy in direct and continuous consultation with the Grand Chief.

In this role, the incumbent will initiate policy and process development resulting from resolutions and motions of Chiefs, as well as follow-up, analysis, planning, and research in areas aligned with MKO partnerships and the Grand Chief's vision for the organization. This position is a vital part of the MKO policy and political team, providing strategic support for the MKO mandate, legal and executive agreements, and established internal and external processes and protocols

### **Qualifications**

- Prior experience in working closely with First Nations leadership at the highest levels;
- Extensive knowledge of federal programs and departments, including Parliamentary procedures and committees;
- Master's degree in a related field such as political or social science or an acceptable combination of education and experience;
- Combination of education and experience will be considered;
- Recent, relevant, and progressive experience in policy development and analysis (usually acquired over a period of 5-7 years);
- Excellent written and oral communication skills as well as exceptional interpersonal skills;
- Must be able to obtain a satisfactory Criminal Record Check (including Vulnerable Sector Search), a satisfactory Child Abuse Registry Check and a satisfactory Adult Abuse Registry Check upon hiring.

Salary is dependent upon qualifications and experience. A detailed job description can be found on our website or can be requested from the contact identified below. Interested candidates are invited to submit in confidence a cover letter, a detailed resume and two (2) written work related references to:

Dorothy Smith  
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**Submission Deadline: April 25, 2019**