



Assembly of First Nations Manitoba
Office of the Regional Chief
www.afn.ca

Employment Opportunity

Executive Officer

Summary:

Assembly of First Nations (AFN) Manitoba Region is seeking an Executive Officer to work closely with AFN Regional Chief and staff and will be the administrative lead for AFN Manitoba Region. Under the direction of the Regional Chief, the Executive Officer will provide leadership, direction and supervision to all AFN Manitoba team members. The Executive Officer effectively manages resources and oversees operations and to implement the strategic plan and its priorities through detailed work plans, timely reporting, financial management and policy development. The Executive Officer will be required to attend AFN meetings and provide updates, reports and recommendations as required on a regular basis and ensure that all reporting is completed accurately and on schedule along with all funding applications and contractual obligations are met.

Qualifications:

- A degree from a recognized educational institution in business administration, commerce, management accounting, finance management, or equivalent educational and experienced background;
- Minimum ten years senior management experience;
- Must be knowledgeable and experienced in Financial Management, Budgeting, and Human Resource Management;
- Extensive knowledge of federal and provincial funding agencies;
- Interpersonal skills with the ability to build and maintain working relationships with internal and external stakeholders;
- Ability to work independently while displaying sound judgment and initiative;
- Verbal communication skills including communicating with senior officials and other levels of government;
- Exceptional political acumen skills.

This position is three days a week for a six month period, with a possible extension.

Please apply in confidence with a resume and three professional references to Diane Carriere:

dcarriere@mymts.net

Deadline: Monday, May 20th, 2019

No phone calls will be accepted

We thank those who apply. Only applicants selected for an interview will be contacted.